



SOC P-TECH Recruitment Protocol



Recruitment is a required part of TEA application for all P-TECH/ ECHS programs. DISD P-TECH department expects all EC employees to take part in recruitment efforts for their campus. This includes all P-TECH office staff and support by assigned teachers. The number of students has a direct effect on the number of hireable EC employees.

Recruitment season kicks off in September of each year and continues until the start of the following school year. Below will be the roles and responsibilities of staff to support SOC P-TECH Recruitment efforts.

P-TECH Clerk Expectation

- Create recruitment calendar & schedule times, dates & team members for each event
- Communication with Middle school counselors & Administration for visits
- Maintain recruitment kits and materials
- Attend scheduled training by Admin or P-TECH department leads; including SchoolMint
- **Facilitate recruitment events during school hours including students interviews**

Teacher Assistants Expectations

- Attend scheduled training by Admin or P-TECH department leads
- Facilitate recruitment events as assigned by campus
- **Facilitate recruitment events during school hours including students interviews**

Counselor & WPC

- Support Clerk in communication with Middle School & scheduling recruitment events
- Attend trainings including SchoolMint to support in application reviews
- **Facilitate recruitment events after school hours including students interviews**
- Plan 1 on campus Open House event per semester

P-TECH Teachers

- Support at least 1 recruitment event per semester

Assistant Principal Expectations

- Provide recruitment training and expectations to P-TECH staff
- Review, support & approve recruitment calendar, planning & communications
- Order needed materials that support recruitment
- Review, approve & track SchoolMint applications & respond to parents
- Facilitate recruitment events including students interviews
- Plan 1 on campus Open House event per semester



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Written Recruitment Plan

Students will be recruited primarily from two feeder-pattern middle schools whose demographics closely mirror those of South Oak Cliff High School. Roughly **sixty-five percent of available freshman seats** will be designated for students attending **Boude Storey** and **Sarah Zumwalt** Middle Schools. Additional recruitment will extend to other neighborhood middle schools as well as nearby private and charter campuses. Outreach events at these schools are planned for **October, November, and December**.

The South Oak Cliff P-TECH team will host a **Winter Middle School Recruitment Fair** during the fall semester and a **Spring Recruitment Fair** later in the year. Communication with interested families will be shared through **Schoolmint email lists, school messenger notifications, Remind, flyers distributed by middle school counselors, and mailed materials**. P-TECH staff and students will also participate in districtwide recruitment opportunities offered by Dallas ISD, including the **Discover Dallas ISD Choice Fair** and the **STEM Expo**.

To broaden community engagement, P-TECH staff will distribute **English and Spanish marketing materials** and provide invitations to **Open House events** held at community locations and local events.



BUILDING FUTURES TOGETHER

