

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

HUMAN RESOURCES

5 Year Plan



Mission:

- To provide leadership and guidance in the development, implementation and equitable administration of policies and procedures that foster a positive work environment. This is achieved through the recruitment, retention and advancement of highly qualified employees who advance the goals and mission of our district as defined by the Rich Township High School Board of Education.

Vision:

- The Human Resources Office seeks to provide solutions to workplace issues that support the core values of our District's goals and mission while adhering to local, state and federal regulations.

Values:

- Make decisions based on data-driven research and other research-based procedures.
- Promote teamwork that promotes partnerships through an open communication model between employees and community.
- Celebrate and promote excellence.
- Promote integrity and high standards in the administration of quality of service to employees and the community.

RECRUITMENT

Strategy 1

Human Resources will expand its relationship with universities to differentiate its brand from other school districts.

Tactics

- Host a reception the night before a major recruitment fair for minority candidates.
- Develop relationships with college professors and utilize guest speaker opportunities.

Strategy 2

Human Resources will enhance communication to improve awareness of district staffing needs.

- Collaborate with Illinois Association for Schools, College and University Staffing on recruiting certified teachers.
- Attend teacher recruitment fairs state wide.
- Maintain an on-line web site with clear information about district vacancies.
- Expand relationships with historically black universities.
- Use national publications to announce administrative vacancies.
- Send mailings to neighboring school districts to attract candidates.
- Encourage Rich Township Education Foundation to develop a scholarship program to encourage academically talented minority students to pursue careers as high school teachers.

Strategy 3

Human Resources will expand its recruitment team to include mentors and alumni teachers.

- 2009 Invite math and special education teachers and fourth year mentors.
- 2010 Invite math and science teachers and fourth year mentors
- 2011 Invite math, science, and special education teachers and fourth year mentors.
- 2012 Invite language arts, math, science, foreign language, special education teachers and fourth year mentors.
- 2013 Continue to invite mentors and alumni to attend recruitment fairs.

Strategy 4

Human Resources will expand its existing competency hiring model for administrators and develop a model for certified employees.

- 2009 Develop teacher competency model.
- 2010 Implement teacher competency model.
Develop exempt staff competency model (Clerical, Foreman, Supervisor)
- 2011 Implement exempt staff competency model
Develop classified staff competency model (Instructional Assistants)
- 2012 Implement classified staff competency model for Instructional Assistants
- 2013 Continue to develop classified staff competency model.

Strategy 5

Human Resources will enhance the student teacher program to better reflect district staffing needs.

- 2009 – 2013 Select student teachers to better meet the needs of planned attrition (retirements).
- 2009 – 2013 Increase the number of student teachers.

Strategy 6

Human Resources will modify the job posting process to evaluate internal candidates before sourcing from the outside to improve the percent of promotions.

- 2009 - 2013 Interview and evaluate internal staff prior to scheduling external candidates.

Strategy 7

Human Resources will create standards and metrics for turnaround time and cost per hire to improve the speed and efficiency of the hiring process.

- 2009 – 2013 On-going

Strategy 8

Human Resources will establish minority hiring goals to increase the number of Black teachers to better reflect the student population.

- 2009 The total number of minority teaching staff will increase by 1%.

- 2010 The total number of minority teaching staff will increase by 1%.
- 2011 The total number of minority teaching staff will increase by 1%.
- 2012 The total number of minority teaching staff will increase by 1%.
- 2013 The total number of minority teaching staff will increase by 1%.

Strategy 9

Human Resources will more effectively market local communities.

- Provide brochures to highlight community resources.
- Provide residential information to perspective candidates.

Talent/Performance Management and Development

Strategy 1

Human Resources will expand the mentoring program to include all new administrators.

Strategy 2

Human Resources will connect performance development of teachers directly to student achievement.

- Identify first and second year teachers with high D/F rates.
 1. 2009 The first and second year teacher and their mentor will jointly assess performance using the Danielson Formative Assessment Framework.
 2. 2010 The first and second year teacher and their mentor will jointly assess performance using the Danielson Formative Assessment Framework.
 3. 2011 The first and second year teacher and their mentor will jointly assess performance using the Danielson Formative Assessment Framework.
 4. 2012 The first and second year teacher and their mentor will jointly assess performance using the Danielson Formative Assessment Framework.
 5. 2013 The first and second year teacher and their mentor will jointly assess performance using the Danielson Formative Assessment Framework.

Strategy 3

Human Resources will expand the mentor pool by direct recruitment of Rich 227 retirees.

- 2009 Establish a Rich 227 the retired teacher mentor pool.

- 2010 Increase participation by 10%.
- 2011 Increase participation by 10%.
- 2012 Increase participation by 10%.
- 2013 Increase participation by 10%.

Strategy 4

Human Resources will utilize mentor programs to create a developmental action plan for all administrators

- 2009 – 2013 On-going.

Strategy 5

Human Resources will increase accountability across the district by introducing structured goal setting methodology to all administrators.

- 2009 Establish structured goal setting methodology workshops for all administrators.
- 2009 Establish structured goal setting methodology workshops for campus administrative teams.

Strategy 6

Human Resources will sustain a state recognized New Teacher Induction and Mentoring Program to attract new teachers.

Strategy 7

Human Resources will continue a partnership with Governors State University to provide mentors who are retired teachers to support teachers during their initial year of teaching.

Strategy 8

Human Resources will continue a partnership with ISC to provide mentors to support the first year principal.

Strategy 9

Human Resources will develop a standard for personnel selection.

- 2009 Develop profile of a Master Teacher in Rich 227.
Develop interview questions.
Develop rubric to assess applicant responses.
- 2010 Train interview committees (*if applicable*)
Train administrators to use interview tools.

- 2011 Evaluate implementation of interview and selection tools.
- 2012 Evaluate implementation.
- 2013 Evaluate implementation.

Retention

Strategy I

Human Resources will facilitate the successful negotiation of a new certified staff contract.

- 2009
Negotiate new certified staff contract.
Schedule weekly meeting with Classified Union leadership and Certified Union Leadership.
- 2009 – 2012
Provide reward and recognition solutions to improve moral and reduce turnover.
 1. Retirement Dinner
 2. Tenure Teacher Recognition
 3. Longevity Awards
 4. Perfect Attendance Awards
 5. Holiday Celebration for administrators and community leaders.
- 2009 -2013
Provide sustained leadership through training, contract length, and recognition.