

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



**Sunflower County Consolidated School District
Recruitment Plan for 2015-2016**

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



Table of Contents

- I. Summary of Purpose
 - a. The SCCSD Candidate
 - b. The Search
- II. Advertising Positions
- III. Recruiting for Positions
 - a. Administration
 - b. Certificated
 - c. Classified
- IV. Recruiting for Hard to Fill Positions
 - a. Inclusive Education Teachers
 - b. Occupational Therapists, Nurses, School Psychologists, Speech and Language Pathologists
- V. Pre-Recruitment
- VI. Recruitment Fairs/Interviews
- VII. SCCSD Career Fair
- VIII. Measures of Effectiveness
 - a. Data Gathering
 - b. Data Analysis
 - c. Evaluation

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



I. Summary of Purpose

The Sunflower County Consolidated School District (SCCSD) is a unique and highly innovative school system with 7 elementary schools, 4 middle schools, 2 high schools, 1 career and technical center, and one achievement center. The SCCSD has over 4000 students, with over 600 faculty and staff members. It is the intent of the SCCSD that the recruitment plan is strategic in order to not only hire highly effective and qualified staff who are an excellent match for the District, but to also develop pipelines of candidates for hard-to-fill areas. In the following sections, the SCCSD clearly articulates the ideal characteristics of a SCCSD candidate as well as the parameters of the search for those candidates.

A. The SCCSD Candidate

The SCCSD will hire highly effective staff that represents the community and will respond to our changing needs.

Because the SCCSD is a majority-minority school district, it is imperative that the workforce of the SCCSD is sensitive to the needs of its student population. In addition, the District must revise its recruitment and hiring practices to screen all candidates for an equity and excellence approach to their work. All SCCSD hires must view the uniqueness of the District as an asset and seek to celebrate the cultures that make our district so rich.

As current SCCSD employees retire or move out of the District, it must be our focus to seek and actively recruit highly qualified, effective candidates for every vacancy. Every candidate, upon hire, must hold the appropriate certification and endorsements for the position for which they are hired. Furthermore, the desired candidates must have a commitment to life-long learning and a willingness to actively participate in professional learning communities. Among other characteristics, administrators must be instructional leaders who have the skills and passion to guide their staff through implementation of the Common Core State Standards and the new evaluation system: MTES. Certified staff must be solution-focused and work effectively with colleagues; they must have the aptitude for gathering data and analyzing that data to improve their effectiveness. Classified staff must have a commitment to continuous improvement as they support the operational and instructional needs of the system. All new hires must have a capacity and a commitment to using and fostering the use of technology.

It is important that SCCSD continues to hire across the spectrum; our workforce must be composed of various levels of experience and backgrounds. The common denominator among all candidates is an unwavering commitment to the success of all students as well as a dedication to meeting the differentiated needs of student groups, including special education, English Language Learners, and highly capable individuals.

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



B. The Search for Candidates

The 2015-2016 SCCSD recruitment effort will focus on building a diverse cadre of highly qualified candidates, not just for current vacancies, but also for future opportunities. The forums and venues where we seek these candidates will vary, but the screening process will be consistent and rigorous for all candidates. We will develop a screening tool that will help us identify the characteristics above, and we will interview each candidate before we offer him/her a Contingency Contract. The Contingency Contract will hold a stipulation that satisfactory references are required before a candidate may be hired. Because the recruitment effort affects every office and school, principals, and Central Office staff will be key participants in the screening and interviewing process. Their participation on trips, their feedback on the candidates and the recruitment process, and their commitment to the characteristics of an ideal SCCSD candidate are fundamental to the success of this recruitment plan. In addition, it is essential that the District continues to include community and business partners in recruitment efforts; they know the needs of this area and have access to many qualified candidates. The SCCSD is excited and ready to work with these stakeholders to build a highly effective and diverse workforce in our district.

II. Advertising Positions

The SCCSD actively recruits for positions through a wide range of advertising venues. Our current system, Soft Search, enables the District to post open positions, and update those positions regularly. For the 2015-2016 school year, the SCCSD will post all vacancies with a close date or an initial screening date to notify candidates of deadlines when applying for positions. The SCCSD will post all vacancies for continuing positions until the vacancies are filled.

The SCCSD will also utilize local newspapers to advertise vacancies within the district. In addition, the SCCSD will post vacancies, and upcoming recruitment events, the characteristics of the ideal SCCSD candidate, instructions on how to apply for a position, and other pertinent SCCSD information on the district website.

III. Recruiting for Positions

A. Administration

For 2015-2016, SCCSD will advertise for future central office administrators, principals, and assistant principal positions. The majority of recruitment trips will focus on seeking certificated and classified staff; therefore, recruiting for administrators will require unique approaches, including contacting successful administrators in neighboring districts and seeking input from local universities with Education Leadership Programs. The SCCSD will establish and nurture contacts who may have access to promising administrators, such as university liaisons, community organizers, and education directors.

When an administrative vacancy opens, the district will advertise using the aforementioned processes.

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



B. Certificated

Certificated staff members by far represent the greatest number of hires for the SCCSD each year. The key to hiring effective certificated staff is to advertise, interview, and hire early. In terms of new teachers, many are finishing their teacher preparation programs in May; however, it is beneficial to interview and screen in early spring and offer these promising teachers Contingency Contracts. Most of the recruitment trips, described more comprehensively in this plan, are scheduled during February, March, and April to facilitate this process. In addition, the Personnel Director and Superintendent are developing relationships with university contacts to gain access to qualified candidates as early as possible, so that we can actively recruit. Because the SCCSD current student populations is continuously growing, it is essential for the District to maintain contact with SCCSD graduates who are in teacher preparation programs. More than likely, after graduation, they will seek to move back home, and they are familiar with the core values and caliber of the SCCSD. Obtaining names from the high school principals of students who are entering teacher education programs will assist the District in "growing our own" teachers. An additional strategy will be to identify strong student teachers in our district and offer those students Contingency Contracts after completion of their practicum. In addition, the district will offer PRAXIS training for those staff members who are struggling with passing the required assessments for standard license certification. Lastly, it will be important for the Superintendent and Personnel Director to nurture relationships with other human resources educational recruiters and directors as these connections may yield information about qualified and experienced teachers who are seeking to live closer to home, desire a change of teaching assignment, or seek to work in a different district.

C. Classified

Classified staff members are hired on a continuous basis throughout the year, although school-based positions should be hired on the same timeline as certificated staff. In the classified area, SCCSD has particular need for professional-technical positions; para-educators, especially special education; and administrative assistants. In addition, SCCSD is in need of para educator substitutes. SCCSD has utilized all of the advertising methods mentioned above for recruitment efforts and will continue to recruit for these positions at job and recruitment fairs. SCCSD will also offer PRAXIS training to qualified classified personnel as an additional recruitment strategy within the district.

IV. Recruiting for Hard to Fill Positions

According to current data regarding the length of time that a vacancy is posted and filled, the positions hardest to fill are in the certificated levels. The causes for difficulty include a lack of quality candidates, a lack of candidates with appropriate endorsements, competition for candidates with other districts or the business world, and lack of preparation programs for the type of candidate needed. The strategies outlined below directly address these root causes:

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



A. Special Education Teachers

Special Education teachers are in high demand throughout Mississippi, as well as in the Sunflower County Consolidated School District. In an attempt to be proactive in our recruitment efforts for Special Education Teachers, the SCCSD will contact colleges and universities early in the year to seek information on those individuals who are candidates for completion of special education programs. In addition, SCCSD will prepare Contingency Contracts specifically for special education positions for the 2015-2016 school year. Representatives from the District, including staff for the Exceptional Education Office, will bring these contracts to job fairs – as they interview promising candidates, they will provide them with a Contingency Contract at the time of the interview. Representatives at all of the job fairs will be on the watch for promising Special Education teacher candidates.

B. Occupational Therapists, School Psychologists, Speech and Language Pathologists, Behavior Specialists

Employees that are qualified as occupational therapists, school psychologists, speech and language pathologists, and behavior specialist are in such high demand that the SCCSD has, in the past, had to contract with agencies to obtain employees with certification. SCCSD will specifically be recruiting candidates with the required certification, and will offer Contingency Contracts after successful interviews.

V. Pre-Recruitment

The SCCSD will complete all Pre-Recruitment work during September and the first week of October. The work will include the following:

- Register for upcoming recruitment fairs
- Post list of recruitment trips on SCCSD website
- Create recruitment brochures, fliers, presentation boards
- Order recruitment favors
- Finalize Contingency Contracts
- Revise and finalize all screening materials and data tools
- Share opportunities to serve as district representatives with administrators and department heads

VI. Recruitment Fairs/Interviews

The recruitment trips listed on the attachment chart (Attachment B) are designed to find candidates for vacancies in the 2015-2016 school year. All of the trips are focused on assisting the District in finding candidates for all three types of employees: administrators, teachers, and classified staff. In addition, trips

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



have been planned to assist the District in hiring for hard to fill areas and all were selected based on the past data showing that the trips were successful and yielded high quality candidates. Specific trips may be added to assist SCCSD in finding a more qualified pool of candidates to assist with the growing student population. In developing this recruitment calendar, the SCCSD will utilize zero-based budgeting to first identify area of needs, then to identify the trips that would most efficiently meet those needs. Finally, SCCSD costed the price of each trip to provide an overall cost for recruitment efforts. The current recruitment budget will cover the final cost of all trips. However, it may be essential, as the SCCSD continues to build a recruitment program based on need, to request additional funds as needed for future years. The intended outcome of all recruitment trips is to not only find qualified candidates, but also offer Contingency Contracts to candidates who have been interviewed. The Contingency Contracts will be contingent on satisfactory references and will be written specifically for the area in which the candidate has been interviewed and is needed by the District. In other words, if a candidate is endorsed in Special Education and is interviewed in that area, SCCSD will offer a Contingency Contract for a Special Education position only.

VII. SCCSD Career Fair

The SCCSD seeks to have a Career Fair during the second half of May, after all Letters of Intent have been completed by the existing faculty and staff of the 2014-2015 school year. It is essential that Letters of Intent have been completed so that all vacancies advertised at the SCCSD Career Fair are actual vacancies that are open to internal and external candidates. It is the goal of the SCCSD that all vacancies are filled by the end of July 1, 2015.

VIII. Measures of Effectiveness

A. Data Gathering

SCCSD will gather data during each recruitment trip that will include the following:

- Number of candidates met
- Race and gender percentages for candidates met
- Areas of specialty
- Follow-up plans (i.e. obtain resume, interview, check references, etc.)
- Plus/Delta chart for each trip

B. Data Analysis

At the conclusion of each trip, SCCSD will review the data and collate it into a chart that synthesizes the information-developing an analysis of the overall effectiveness of the recruitment plan and timeline as well as an individualized analysis of each recruitment trip for presentation to the Superintendent and Board.

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



C. Evaluation

The SCCSD will review the analysis during the summer and will make suggestions for revision periodically throughout the summer and the fall. These suggestions will be incorporated into the next recruitment plan. In addition, the Superintendent and Personnel Director will work with school-based administrators and department heads to gather feedback about the recruitment efforts of the year. Their feedback will be used to revise the upcoming recruitment plan.

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"



Activities will be updates as confirmed.

Month	Recruitment/Hiring Activity
August	Prepare for recruitment trips <ul style="list-style-type: none"> • Order recruitment material • Create district brochures • Register administrators and department heads for upcoming recruitment fairs • Post list of trips to website
September	Prepare for recruitment trips <ul style="list-style-type: none"> • Finalize Contingency Contracts • Finalize Recruitment Plan • Finalize all screening materials and data tools • Ensure applications are all web based
October	Finish preparation for recruitment trips <ul style="list-style-type: none"> • Seek Board approval for Recruitment Plan Begin Recruitment Trips <ul style="list-style-type: none"> • October 2015 – Alcorn State University, Recruitment Fair • October 2015 – Mississippi State University, Recruitment Fair
November	Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip
December	Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip
January	Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip
February	Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip <ul style="list-style-type: none"> • Alcorn Recruitment Fair • Delta State Recruitment Fair • Mississippi State Recruitment Fair • Ole Miss Recruitment Fair Disseminate Non-renewal letters to administrators (when applicable)
March	Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip Disseminate Letters of Intent to District staff Plan for SCCSD Career Fair
April	Continue recruitment events; interview as available; distribute Contingency Contracts; gather data for each trip <ul style="list-style-type: none"> • SCCSD Recruitment Fair Disseminate Non-renewal letters (when applicable) Begin creating finalized vacancy list for 2015-2016 Plan for SCCSD Career Fair
May	Conclude recruitment events Distribute contracts to existing staff Publish finalized vacancy list for 2015-2016 Host SCCSD Career Fair Administrators and department heads interview, and fill positions with internal and external candidates

Sunflower County Consolidated School District

Dr. Debra Dace, Superintendent

"United For Excellence"

June	Administrators and department heads interview, and fill positions with internal and external candidates
July	Administrators and department heads interview, and fill positions with internal and external candidates Finish all school-based hiring by July 30
August	SCCSD collates recruitment data and develops analysis of the overall effectiveness of recruitment Revise Recruitment Plan where needed SCCSD gathers feedback from administrators and department heads