

Human Resources

Dr. Joany Santa's Entry Plan



Introduction

This presentation will cover these key areas of the HR Entry Plan: recruitment, retention, support, onboarding, licensure, and website development.

Recruitment

We will identify metrics to assess impact over time.

- Recruitment is a critical component of any successful HR plan. We are developing a comprehensive recruitment plan as the District does not currently have one.
- We will focus on attracting top talent through targeted job postings, social media campaigns, and employee referrals.
- We will also leverage our existing network of industry professionals and partner with local universities and colleges to identify top candidates.
- We have made progress in creating the scaffolding to build on (website improvements, re-training on applicant tracking, in- house virtual fairs)

Retention

Use retention and attrition data to set goals and assess progress.

- Retaining top talent is just as important as the recruitment process. We have been focusing on assisting individuals in securing licensure.
- We will also implement regular employee feedback sessions to identify areas for improvement and address any concerns.
- We will address supporting the mentoring and induction needs of our new hires by working with the Office of Teaching and Learning on the specific needs of our new employees. We've begun conversations on how we can build on the current practices moving forward.
- In collaboration with the District's DEI and Teaching and Learning departments employees will be able to access support groups and affinity spaces.

Support

Provide employees with opportunities to share their experiences and provide feedback.

Supporting our employees is crucial for their success and overall satisfaction.

We will provide ongoing training and development opportunities, mentoring programs, through a series of workshops and small team meetings. We are going to do AI interviews with staff to determine quality of work life and exit interviews.

Working side by side to strengthen the experience for employees. and access to employee assistance programs for mental and emotional support utilizing the expertise of NPS Asst. Superintendents, Director, Department Heads and all admin leaders.



Onboarding and Licensure

- By studying the current practices it has been determined that our onboarding process will need to have a well developed two tier process; HR Onboarding and Building Level Onboarding. By identifying these two vital areas we will build a comprehensive orientation to the District and Schools, its policies, and its culture.
- We will also provide support for new employees seeking licensure and credentialing in their respective fields.
- Our goal is to ensure that our employees have the necessary tools and resources to be successful in their roles and make a positive impact in the district.

Website Development

- Our website is a critical component of our HR plan, as it serves as the first point of contact for potential candidates. We will continue to develop an engaging and informative website that showcases our district's culture, values, and mission. A resume repository has been added and additional features to support ease of use for job seekers.
- Other social media platforms will be established specifically for HR to enhance recruitment by getting our postings far and wide. This will help us continue to diversify in licensed positions.

Monitoring and Follow Up/Compliance

After conducting a comprehensive review of HR processes with hiring, onboarding, offboarding, licensing and recruiting procedures, the team has identified areas that require adjustment, improvement or creation.

To ensure consistency implementing new best practices. The team has embedded a compliance checklist and started implementing the necessary changes.

The HR Team is also in the process of conducting several training sessions for the HR staff and hiring managers to ensure they are aware of the new processes and procedures. Additionally, the team has developed a monitoring and follow-up plan to maintain compliance over time.



Progress of 30-60-90 day plan

Initial 30

Learn the systems

- Hiring
- Onboarding
- Offboarding
- Mentoring
- Recruitment
- Absence Management
- Multiple Contracts
- Licensure requirements
- Unspoken rules

Mid-way 60

Identify areas for improvement

- Update the hiring process
- Address needs with time and attendance
- Increase substitute pool
- Identify root cause of issues that arise
- Begin to implement changes (applicant tracking, absence management, mandatory training)

Ongoing 90+

The work

- Develop action plans for issues identified, implement, and assess the plans as we progress through the year.
- Provide support and training for HR staff, and all administrators.
- Map out the entire year with "mile markers" to systematize successes