



African American Achievement Plan Evidence of Progress Monitoring

School District of Indian River County
#SDIRCStrongerTogether

Date: 10/20/2020

School/Department: Human Capital & Operations

Action Step (number and description): 4.7 Hiring administrators will organize a diverse committee to interview, whenever possible, a diverse pool of applicants, while utilizing the hiring protocol of universal applications, structured interviewing by individuals in the District office, and individual school principals and/or members of the School Improvement Team.

Evidence of Progress Monitoring (Please include narrative/description of the action taken. Where applicable, please include all measurable data.) The Department of Human Resources manages and maintains all records of the hiring process. When a candidate is selected, structured paperwork is uploaded into Frontline. All administrators complete the same paperwork and follow hiring procedures outlined. Please see structured paperwork provided. Meetings will school-based administrators on recruiting strategies has commenced and continues through November. See attached meeting sign-in sheets. Also, Culturally Responsive Interviewing Strategies PD has been developed and is rolling out to administrators and will be completed at all schools by the end of November.

Results of Action Taken: Hiring administrators continue to comply with hiring procedures established by the Department of Human Resources. Interview committees continue to be as diverse as possible. The need for a HRIS (Human Resource Information System) is apparent so that information is more easily accessible.

Reflection: SDIRC is moving toward a more diverse and inclusive workforce with these additions.

INFORMATION SHEET FOR CONDUCTING PERSONNEL SELECTION INTERVIEWS - INDIAN RIVER COUNTY SCHOOL DISTRICT

It is important that all interviewers have the same basic opportunities in an interview although the director/administrator/supervisor usually leads the interviews and actually signs off on the recommended choice for hiring. *All interviews will be conducted by a minimum of two interviewers.* All qualified applicants being granted an interview must be given equal consideration without regard to race, color, religion, age, gender, national origin, or disability. Avoid making any comments during the interviews that might infer the pre-selection of the interviewee or any other individual to the position being filled.

The following materials and information should be available prior to the interviews: (If information is not in your interview folder, please check with Personnel or download from the District web site). **DO NOT START THE INTERVIEW WITHOUT ALL THE PROPER INFORMATION NEEDED.**

1. INTERVIEW SHEET - to be completed by the Director/Administrator/Supervisor. This is the sheet used to record the recommended choice for hiring. It is to be submitted to Personnel and after processing, is retained as a matter of official record. Note: To facilitate the hiring process, selection notices may be e-mailed to Personnel but the e-mail(s) do not replace the Interview Sheet or the Interview Evaluation Sheets. These documents must be completed and forwarded to Personnel for the official file.
2. INTERVIEW EVALUATION SHEET - to be completed on each applicant, tallied, and given to the Director/Administrator/Supervisor after the final interview. Evaluation sheets are used to arrive at the final recommendation(s) on the Interview Sheet and are to be submitted to Personnel for retention in an official applicant file. These sheets are a matter of record and any written comments or annotations should be relevant to the employee's scoring.
3. APPLICATION - Each interviewee's application or letter of intent should be in the Director/Administrator/Supervisor's Folder. Applications and supporting documents may be downloaded from WinOcular, the online applicant system.
4. COPY OF JOB DESCRIPTION / SALARY INFORMATION - This information may be downloaded from the District web site. Access is via the Employment Opportunities link on the main menu. Contact Personnel if assistance is needed.

RECOMMENDATION - Each member of the interview team shall share with the Director/Administrator/Supervisor his or her findings. If there is disagreement as to the final recommendation, this should be noted on the interview sheet. Recommend the top two or three candidates be noted in their order of ranking. That way, if the recommended first choice declines, Personnel can offer the position to the next individual if so requested.

NO JOB OFFER IS TO BE MADE TO AN APPLICANT BY THE INTERVIEW TEAM MEMBERS. JOB OFFERS ARE ONLY MADE THROUGH PERSONNEL AFTER ALL REFERENCE AND BACKGROUND CHECKS ARE COMPLETED.

Administrator/Director/Supervisor's Signature

Date

INTERVIEW EVALUATION SHEET

(Ranking sheets for each applicant interviewed shall be submitted to Personnel for retention in the official applicant file upon completion of the interviews)

POSITION: _____

NAME OF INTERVIEWER

PERSON INTERVIEWED

Please rank each applicant, using a scale of 1-5 (5 being the highest).

1. Practicing knowledge applicable to the position. []
2. Intellect applicable to the position. []
3. Ability to work with others []
4. Prepared to do the job. []

Rank 5 if you want this individual and think they are the best candidate for the position.

Rank 4 if you could work with the applicant.

Rank 3 if you feel the person is qualified to do the job, but not with you.

Rank 2 if the person is not ready but has potential.

Rank 1 if, in your opinion, this person is not qualified for this particular position.

INTERVIEW SUMMARY SHEET

INSTRUCTIONS: This form is to be completed by the interviewer(s) and submitted to Personnel for retention in the official applicant file after the interviews are complete. The absence of this form may delay the appointment process. **ALL RECOMMENDATIONS MUST BE ACCOMPANIED BY A COPY OF THIS FORM.**

Position Interviewed:

NAME(S) OF APPLICANTS:

The candidate selected, _____, was rated higher than other applicants interviewed in the following areas (please check where appropriate).

____Qualifications____Poise/Personality____Prior Experience____Availability

Other factors (explain):_____

Comments:_____

Interviewer's Signature

Date

RECRUITING, RETENTION, and PROFESSIONAL PRACTICES September/October Update

Recruiting:

All principals should have a diverse interview committee.

All principals should interview eligible African American candidates.

CANVAS COURSE- Culturally Responsive Interviewing Strategies

Retention: **WEpr** **mise**

WEpromise to listen

1. Monthly check-ins with NEW instructional staff
2. Feedback from surveys to drive recruitment and retention strategies
3. Feedback from community FOCUS group

WEpromise to support

1. NEW TEACHER support from STARR program and ACP Program Coordinator
2. Quality Professional Development catered to individual needs and district and school initiatives
3. Mentoring Program and School-based tiered support from coaches and instructional leadership

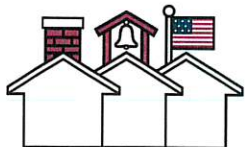
WEpromise to make inclusion and equity a priority

1. Cultural Competence and Trauma-Informed Care training
2. Hiring of African American and Hispanic instructional staff to match student population at each school
3. Multicultural Club and Activities

Professional Practices:

Reminder to review the Professional Practices. An upcoming PD session with Michelle Olk and Beth Hofer will be scheduled for each admin team. <http://www.fldoe.org/teaching/professional-practices/>





School District of Indian River County

6500 57th Street • Vero Beach, Florida, 32967 • Telephone: 772-564-3000 • Fax: 772-564-3054


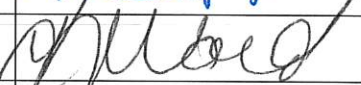
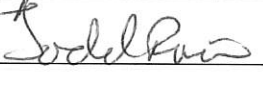
SRMS

MEETING / TRAINING ATTENDANCE FORM

NOTICE: For discussions with individuals, bargaining unit employees are welcome to have a Union representative present for the discussion if desired.

DATE: 10/8/2020 TIME: 1:30 pm
SUBJECT: Recruitment, Retention, & Professional Practices

ATTENDEES:

Printed Name	Title and Facility	Signature
Michele Holmes	AP-SRMS	
Kelly Ward	AP-SRMS	
Todd Rabin	Principal SRMS	

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Dr. Mara Schiff
District 1

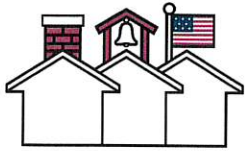
• Jacqueline Rosario
District 2

• Laura Zorc
District 3

• Teri L. Barenborg
District 4

• Tiffany M. Justice
District 5

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MEETING /TRAINING ATTENDANCE FORM

NOTICE: For discussions with individuals, bargaining unit employees are welcome to have a Union representative present for the discussion if desired.

DATE: 10/10/20 TIME: 9:45am

SUBJECT: Recruiting, Retention, & Professional Practices
(Fellsmere Elementary)

ATTENDEES:

Printed Name	Title and Facility	Signature
<u>John Alderton</u>	<u>AD Fellsmere</u>	<u>[Signature]</u>
<u>Ramon Echeverin</u>	<u>Director</u>	<u>[Signature]</u>

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Dr. Mara Schiff
District 1

• Jacqueline Rosario
District 2

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District 3

• Teri L. Barenborg
District 4

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District 5

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