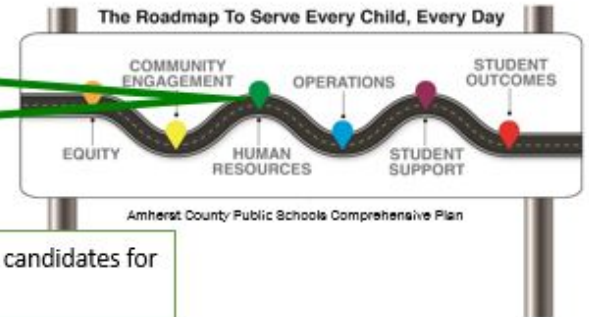


HUMAN RESOURCES



Recruitment

Objective 1: Actively recruit a large pool of highly qualified and representatively diverse candidates for consideration in meeting the personnel needs in Amherst County Public Schools (ACPS).

Induction Process

Objective 2: Provide employee induction that supports professional orientation and training to all administrators, faculty, and staff throughout their first year of employment that is relevant to individual professional responsibilities.

Professional Development

Objective 3: Implement comprehensive professional development that is aligned with ACPS' mission and vision, and meets identified division-wide professional growth needs.

Mentor Program

Objective 4: Implement a division wide mentoring program based on evidence validated best practices and provides comprehensive professional support to teachers, administrators, and professional staff in their first two years of service.

Employee Support Recognition & Wellness

Objective 5: Provide support and recognition to all ACPS employees focused on increasing job satisfaction, employee wellness, and employee productivity.



Target Area: Human Resources

Guiding Statement: In Amherst County Public Schools, we believe that our employees make the difference in ensuring success for Every Child, Every Day. All students experience a higher level of positive educational outcomes when we:

- Recruit and hire effective educators that are representative of the student population
- Provide meaningful induction and professional development opportunities
- Provide effective support and mentoring
- Actively recognize excellent educators

Objective 1: Actively recruit a large pool of highly qualified and representatively diverse candidates for consideration in meeting the personnel needs in Amherst County Public Schools (ACPS).

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Develop a comprehensive employee recruiting plan: <ul style="list-style-type: none"> ● Collect and analyze data trends 	<ul style="list-style-type: none"> ● Human Resources Department 	Spring 2020	Recruitment fair data	Evaluate annually the responses in applications from recruitment efforts
Establish partnerships with local/regional colleges and universities to implement and maintain a dynamic student preparation program (i.e. residency, extended student teaching, grow your own models) that will provide an opportunity to identify outstanding pre-service educators.	<ul style="list-style-type: none"> ● Human Resources Department 	Fall 2019	Funding Networking Materials Human Resources	Annual evaluation
Utilize technology and social media platforms to showcase the exceptional qualities of ACPS and to promote ACPS as a top destination for educators.	<ul style="list-style-type: none"> ● Human Resources Department ● Digital Media Manager 	Spring 2020	Technology	Evaluate growth and social media response

Expand ACPS' participation at recruiting events focusing on colleges/universities that have highly rated teacher preparation programs and provide a diverse pool of teacher candidates.	<ul style="list-style-type: none"> Human Resources Department ACPS Recruiting Team 	Spring 2020	Human Resources Research	Annual assessment of participation and outcomes
Collaborate with the ACPS Minority Recruitment and Retention Committee to promote representative diversity across all schools and departments.	<ul style="list-style-type: none"> Human Resources Department Department Directors, Supervisors and Administrators 	Fall 2019	Human Resources	Annual evaluation of division demographic data
Establish and maintain a program of professional outreach to strengthen communication and relationships with pre-service teachers participating in high quality teacher preparation programs in the Central Virginia region.	<ul style="list-style-type: none"> Human Resources Department Division Level and School Administration 	Fall 2020	Materials Human Resources	Annual evaluation
Develop and maintain a salary scale that provides ACPS employees compensation that is highly competitive within the Central Virginia region.	<ul style="list-style-type: none"> Human Resources Department Finance Department 	Fall 2022	Financial resources Human Resources	Triennial evaluation
Research incentive programs available that provide financial assistance to ACPS in our efforts to hire qualified employees in hard to fill positions.	<ul style="list-style-type: none"> Human Resources Department 	Fall 2021	Human Resources Department Finance Department	Annual evaluation

Evaluation of Action Plan:

Objective 2: Provide employee induction that supports professional orientation and training to all administrators, faculty, and staff throughout their first year of employment that is relevant to individual professional responsibilities.

ACTION STEPS				
Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Implement a division-wide teacher induction program utilizing current evidence-based practices that supports new employees over the course of their first year in ACPS.	<ul style="list-style-type: none"> Division Level and School Administration Lead Mentors and Lead Administrators 	Fall 2020	Materials	Annual evaluation

Develop a site specific framework to support principals in the implementation of an evidence-based employee induction program in each school.	<ul style="list-style-type: none"> • Division Level and School Administration • Lead Mentors and Lead Administrators 	Fall 2020	Materials	Annual evaluation
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Evaluation of Action Plan:

Objective 3: Implement comprehensive professional development that is aligned with ACPS' mission and vision, and meets identified division-wide professional growth needs.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Develop and implement a comprehensive division professional development plan to effectively meet ACPS' identified personnel professional growth needs. <ul style="list-style-type: none"> • Analyze the number of professional development days in the school calendar 	<ul style="list-style-type: none"> • Human Resources 	Fall 2020	Human Resources Calendar Plan	Annual evaluation and update
Implement a program of site-based professional development (PD) aligned with identified needs in each building/department. <ul style="list-style-type: none"> • PD needs will be identified by principals, supervisors and stakeholders, and supported by division-level administration. 	<ul style="list-style-type: none"> • Principals • Division Administration • Human Resources Department 	Fall 2020	Funding Human Resources	Annual evaluation
Identify, prioritize, and address areas of need for professional development at the division level.	<ul style="list-style-type: none"> • Human Resources Department 	Fall 2020	Technology	Annual evaluation
Develop and maintain a division-wide bank of resources for high quality, evidence based professional development activities; including shared resources from each school/department.	<ul style="list-style-type: none"> • Human Resources Department • Instructional Department 	Fall 2021	Technology	Annual evaluation

Evaluation of Action Plan:

Objective 4: Implement a division wide mentoring program based on evidence validated best practices and provides comprehensive professional support to teachers, administrators, and professional staff in their first two years of service.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Provide training and evidence- based professional development to ensure that mentors are appropriately qualified to implement and promote an evidence-based mentoring program.	<ul style="list-style-type: none"> Human Resources Department Lead Mentors and Lead Administrators 	Fall 2020	Funding Materials Training	Annual evaluation
Implement a mentor leadership program to support continuous program improvement focused on: <ul style="list-style-type: none"> Developing the capacity of building administrators to effectively induct and support new teachers. Developing the capacity of mentors to effectively meet the needs of new teachers over the first two years of employment. 	<ul style="list-style-type: none"> Human Resources Department Lead Mentors and Lead Administrators 	Fall 2021	Funding Training	Annual evaluation
Research and identify alternative funding sources to support the growth and development of ACPS' evidence-based mentor program.	<ul style="list-style-type: none"> Human Resources Department Finance Department 	Fall 2020	Funding Grants	Annual research

Evaluation of Action Plan:

Objective 5: Provide support and recognition to all ACPS employees focused on increasing job satisfaction, employee wellness, and employee productivity.

ACTION STEPS

Strategies	Person(s) Responsible	Timeline	Resources	Monitoring
Maintain Recognition and Wellness committees with division-wide stakeholder representation to promote and support employee job satisfaction and overall wellness.	<ul style="list-style-type: none"> Human Resources Department 	Fall 2019	Human Resources	Annual evaluation
Develop and implement a wellness program that provides a wide range of opportunities for all employees to participate in activities focused on overall wellness.	<ul style="list-style-type: none"> Wellness Committee Human Resources Department 	Fall 2019	Funding	Annual evaluation

Develop and implement a staff recognition program that creates a culture where employees feel valued, appreciated and supported.	<ul style="list-style-type: none"> • Staff Recognition Committee • Human Resources Department 	Fall 2019	Funding	Annual evaluation
Implement an ACPS Teacher of the Year program to recognize and celebrate the contributions and accomplishments of outstanding educators in our division.	<ul style="list-style-type: none"> • Human Resources Department • Stakeholder Nomination and Selection Committees 	Fall 2020	Human Resources Funding	Triennial evaluation

Evaluation of Action Plan:

ACPS Comprehensive Plan Continued On Next Page

