Human Resources

1. Do First

0/9 completed

2. Prior to Opening

✓	Date	Task	✓	Date
FALSE		a. Conduct "check ins" (by phone or in person preferred) with all your staff to maintain connections, identify social emotional needs, and to determine appropriate levels of support and/or resources to provide in the return to school.	FALSE	
FALSE		b. Develop an understanding of all resources and supports available though AllPoints, ACPS' EAP administrator. Become knowledgeable about when it is appropriate to refer an employee to EAP for support, voluntarily or required.	FALSE	
FALSE		c. Become familiar with all supports and resources available through ACPS and our partner agencies, to all employees in the areas of social emotional functioning, mental health, and overall well being.	FALSE	
FALSE		d. Work with building and division level counselors to ensure opportunities for staff support are available in the areas of social-emotional wellness, mental health and overall wellbeing.	FALSE	
FALSE		e. Determine your plan, as a building level administrator, to share the supports and resources presented to you during the training with AllPoints to ensure that the social and emotional needs of all staff are addressed.	FALSE	
FALSE		f. Collect information via survey or phone call to determine the professional development needs for your staff in the areas of SEL, instruction and operations areas prior to return. (Develop baseline common survey for level elementary, middle, high).	FALSE	
FALSE		g. Review your employee implementation plans from the June 1 professional development in order to identify all supports and resources necessary for plan implementation.	FALSE	
FALSE		h. Identify the needs of your new employees related to induction into your building/department, mentoring supports and educational best practices to ensure that they feel confident, competent and connected.	FALSE	

0/9 completed

3. Open and Operating

Task	✓	Date
a. Review proper protocol for making staff referrals to EAP based upon identified wellness or mental health needs.	FALSE	
b. Identify where all supports available through ACPS, and our partner agencies, are maintained for ease of access to all employees in the areas of mental health and wellness.	FALSE	
c. Review procedures to support staff who are identified in the high-risk employee population due to the identification of risk factors.	FALSE	
d. Summarize and prioritize the results of your staff professional development survey pertaining to SEL, instruction, and operations areas prior to return. Communicate with the instructional department and human resources to develop a professional development plan to meet the identified needs of your staff.	FALSE	
e. Compile identified priority topic areas for professional development. Develop a schedule and timeline for implementation of professional development to your staff. Include areas in which you may lead and provide professional development opportunities to your staff and/or division during teacher training weeks.	FALSE	
f. Develop a system to collect and analyze staff feedback and reflection regarding professional development opportunities on completed training. Maintain an archive of completed professional development activities to use as a future reference and resource to your staff and to others in the division.	FALSE	
g. Ensure that the necessary resources are available for your employees to meet their implementation plan needs. This will require work with your assigned division-level liaison.	FALSE	
h. Review the revisions that have been made to ACPS' Mentor Teacher Program. Become familiar with the division level mentor plan. Determine how the mentor program may be implemented with fidelity in light of the changes caused by the pandemic.	FALSE	

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Task
a. Communicate the location of all supports available through ACPS and our partner agencies, for all employees in the areas of mental health and wellness.
b. Implement your professional development plan for staff pertaining to SEL, instruction, and operations.
c. Monitor feedback from staff related to all training and professional development provided.
d. Initiate your overall professional development and training plan in identified topic areas. Monitor staff feedback and reflections to ensure additional supports are provided, and to identify additional or future needs.
e. Develop and maintain a virtual professional development archive or bank, at the building level, to utilize as a resource. Share your archived completed professional development activities with human resources
f. Provide your employees with the necessary resources to support their implementation plans. Provide appropriate administrative support to assist employees in plan implementation.
g. Initiate and frequently monitor the revised ACPS mentor teacher program to ensure the fidelity of building level implementation.
h. Implement and monitor revised health symptom screening process for staff and students, to include substitutes, discretionary staff and visitors.

FALSE		i. Review the ACPS Road Map to Return document to include the division health care plan, professional development plan, employee support plan, and operational plan to ensure you have a firm understanding of the document in preparation for your communication with your staff.	FALSE	
FALSE			FALSE	
FALSE			FALSE	

i. Provide recommendations to human resources for any identified need for procedural revision to include employee screening procedures, data collection and expectations to symptom monitoring and reporting.	FALSE	
j. Determine the time frame, and process by which you will communicate the health care plan to your staff to ensure a clear understanding of guidelines, protocols and expectations.	FALSE	
k. Develop a document with your division liaison to ensure all areas of need are addressed in your building prior to opening for a safe, effective and equitable return to school for all staff and students.	FALSE	

i. Review all revised procedures and practices related to the ACPS Road Map to Return to ensure consistent alignment of practices for the 2020-2021 school year.