



**2008-2009  
District Improvement Plan**

**PART SIX:  
ACTION PLAN FOR  
RECRUITING AND STAFFING**

**Office of Human Resources  
 Recruiting and Staffing Action Plan  
 Teachers/Other Professionals  
 2008-2009 School Year**

**Recruiting and Staffing Goals for 2008-2009:**

1. Recruit and hire at least 200 teachers unassigned by June 15, 2009, of which 80% will be culturally diverse.
2. Recruit and hire at least 40 math and science teachers unassigned.
3. Identify, recruit and hire 30% of student teachers.
4. Implement the Austin ISD Teacher Academy alternative teacher certification program in collaboration with Region 13.
5. Ensure that 100% of new teachers meet NCLB highly qualified standards.

	<b>ACTION STEPS</b>	<b>PERSON (S) RESPONSIBLE</b>	<b>COST</b>	<b>TARGE T DATE</b>	<b>EVIDENCE OF COMPLETION</b>
1	Evaluate and determine the effectiveness of recruiting trips taken during the 2007-2008 school year in reaching the recruiting goals.	Supervisor of Recruiting & Staffing Coordinators		10/14/08	The following data will be kept on a summary sheet and reviewed to determine the effectiveness of each trip: cost, # of contacts made, # of interviews conducted, # of contracts offered, # of individuals hired, and targeted minority job fairs.
2	Determine the staffing areas of need for the district.	Supervisor of Recruiting & Staffing Coordinators		10/14/08	A list of staffing needs will be developed.
3	Review colleges and universities with significant numbers of African American, Hispanic, and bilingual candidates.	Coordinators		10/14/08	A list of colleges will be generated.
4	Develop recruiting schedules for the fall and spring semesters to meet recruiting goals.	Supervisor of Recruiting & Staffing Coordinators		10/14/08	Recruiting schedules will be developed.
5	Present information sessions and/or host receptions at	Coordinators		Ongoing	A schedule of dates/times will be developed.

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	universities and historically African American/high Hispanic population colleges of Education to develop a positive rapport and share information about teaching in AISD.				
6	Recruit at university job fairs and conferences listed on the recruiting schedule to offer employment to candidates who meet the district staffing needs.	Coordinators	\$25,000	Ongoing	After each trip, a report will be generated documenting the success of the trip including the following: total costs, # of contacts made, # of interviews held, and # of contracts offered.
7	Identify cities where we can find candidates in high need areas, publish advertisements in newspapers, schedule interviews and travel to areas to interview.	Supervisor of Recruiting & Staffing Coordinators		Ongoing	List of cities and interview schedules.
8	Update package of incentives for new hires (banking services, reduced housing/apartment deposits, rents, minority relevant materials, etc.).	Coordinators		11/30/08	Information packets will be compiled and distributed.
9	Purchase additional materials for recruiting: brochures, maps, tablecloths, table accessories, pencils, pens, etc.	Coordinators	\$5,000	Ongoing	Recruiting items will be purchased and used at job fairs.
10	Research applicant tracking systems with more effective and efficient tools to improve recruiting efforts and communication with applicants and recommend a system.	Supervisor of Recruiting & Staffing Coordinators		Ongoing	The implementation of system if it is a viable option.

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11	Advertise in newspapers and professional journals (regional and national) including the Black Collegian, Hispanic Network Magazine, and the Professional Women's Magazine.	Supervisor of Recruiting and Staffing	\$25,000	Ongoing	Advertisements will be placed in newspapers and journals.
12	Utilize the internet and Austin ISD cable channel to advertise positions.	HR Technician	\$1,000	Ongoing	Vacancies will be posted on local/national web sites and the Austin ISD cable channel.
13	Utilize the Human Resources website to advertise positions and job fairs.	HR Technician		Ongoing	The website will provide current employment information.
14	Coordinate with IS to update the district website to market AISD, advertise the signing supplement/stipends, include diversity statement, PDC and SBEC information.	Supervisor of Recruiting & Staffing Coordinators		2/1/09	The website will reflect new information.
15	Work with Media Services to create a streaming video and ready to be viewed by applicants on the AISD web site by Spring.	Supervisor of Recruiting & Staffing Coordinators		2/1/09	Streaming video will provide helpful information to applicants regarding employment opportunities, programs, the district, and the city of Austin.
16	Enhance partnerships and collaborate with the ACC, iteaCHtexas, TACP, Region XIII, and Texas Teaching Fellows programs to facilitate the hiring of bilingual teachers and other high need areas.	Supervisor of Recruiting & Staffing Coordinators		Ongoing	Bilingual vacancies will be filled with certified teachers.
17	Recruit, screen, and interview	Supervisor of		Ongoing	List of interns accepted into program.

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	candidates for the AISD Teacher Academy alternative teacher certification program.	Recruiting & Staffing Coordinators			
18	Continue the Teacher Pipeline Project with Capital IDEA to grow our own teachers.	Supervisor of Recruiting & Staffing Coordinators		Ongoing	List of district employees who are in program working towards their degree.
19	Research idea/cost of referral program and see if possibility in AISD.	Supervisor of Recruiting & Staffing Coordinators		2/15/09	Implementation of program if feasible for the district.
20	Pay a signing supplement to secondary math, elementary bilingual, and special education new hires.	Coordinators	\$664,750	Ongoing	This hiring incentive will be advertised at all job fairs and conferences. A list of employees eligible for the bonus will be generated and sent to the Finance Office for payment.
21	Recruit, interview and offer hired unassigned contracts to prospective teachers who meet the hired unassigned criteria.	Coordinators		Ongoing	A spreadsheet of all candidates who are hired unassigned will be maintained.
22	Utilize class size reduction grant monies to pay an early bird signing supplement to recruit hired unassigned teachers for Title I schools: \$1,500 to 60 teachers.	Coordinators	\$90,000	Ongoing	A list of eligible candidates will be sent to principals in Title I funded schools.
23	Pay a \$500 bonus to 25 hired unassigned teachers with 2+ years experience assigned to a Focus School.	Coordinators	\$12,500	Ongoing	Checks will be issued to eligible candidates.
24	Offer a relocation package. Up to \$500 will be paid to 20 hired	Coordinators	\$10,000	01/09 - 08/09	A spreadsheet will be maintained showing all recipients of relocation package and all funds will be

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	unassigned teachers who are hired at Title 1 campuses and meet the set criteria.				depleted.
25	Offer a \$229 reimbursement for Texas One Year Certificate for 20 out of state hired unassigned.	Coordinators	\$4,580	8/31/09	Checks will be issued to eligible candidates.
26	Pay up to \$300 reimbursement for travel expenses for 20 hired unassigned (out-of-state only) candidates attending the AISD job fair.	Coordinators	\$6,000	8/31/09	Checks will be issued to eligible candidates.
27	Revise the survey for new hires to identify what attracted them to Austin ISD and maintain report of data.	Coordinators		Ongoing	Survey form data and spreadsheet.
28	Continue the Gallup Teacher Insight online interview as a screening tool to more effectively identify high quality candidates	Supervisor of Recruiting & Staffing Coordinators Staffing Specialist	\$27,000	Ongoing	Applicants will be asked to complete the Teacher Insight by accessing the website through Gallup. Scores will be entered into the WinOcular database.
29	Organize the Gallup TeacherInsight training for campus administrators.	Supervisor of Recruiting & Staffing Coordinators		Ongoing	A list of training attendees will be generated.
30	Screen applicant pool through WinOcular by using "Saved List" procedures and develop a pool of applicants who have completed the TI and are available for hire.	Coordinators HR Technician		Ongoing	Principals will be able to access "saved lists" of identified applicants on the WinOcular internet site.
31	Develop an applicant pool of	Coordinators		Ongoing	Administrators will be able to access public lists of

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	school psychologists, diagnosticians, speech pathologists and counselors.				identified applicants on the WinOcular internet site.
32	Work with Student Teacher Coordinator to provide interview opportunities and information sessions to all AISD student teachers.	Coordinators		Ongoing	A spreadsheet will be maintained. Candidates will be referred to principals.
33	Conduct transfer and public job fair for AISD employees and external applicants to facilitate the transfer and hiring process.	Supervisor of Recruiting & Staffing Coordinators	\$26,000	5/10/09	A list of participants will be maintained. Principals will submit their recommendations for employment and change of assignment forms to Human Resources.
34	Train principals and assistant principals on the use of WinOcular to help them better utilize the system and expedite applicant selection.	Coordinators HR Technician		Ongoing	A list of participants will be generated.
35	Meet with principals to discuss the following staffing issues: Retention Rates; Staff Ethnicity Analysis; Basic Table of Organization; Anticipated Vacancies, Certification and NCLB.	Coordinators		4/30/09	A list of staffing needs will be developed for each campus.
36	Collect and examine exit survey responses and share information with principals and associate superintendents when appropriate	Coordinators		Ongoing	Results will be shared with appropriate staff members.
37	Meet with associate superintendents to increase	Coordinators		Ongoing	A meeting schedule will be developed.

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	collaboration and provide them with staffing updates regarding their campuses.				
38	Continue the review and monitoring of individual campus plans to insure compliance with NCLB standards.	Certification Specialist		Ongoing	All teachers will be highly qualified.
39	Continue to pay for exams of current teachers who are not highly qualified.	Certification Specialist		Ongoing	A list of payments will be generated.
40	Identify bilingual applicants from WinOcular, screen for certified or alternative certification candidates, and compile a weekly list for principals.	Elementary Coordinators		Ongoing	A list of bilingual applicants will be available to campus principals.
41	Continue part time staff member to assist with the Austin Teacher Academy.	Supervisor of Recruiting & Staffing	\$30,000	Ongoing	The NCLB specialist will provide weekly updates to Supervisor of Recruiting and Staffing.
42	Meet on a weekly basis to implement and monitor the Recruiting and Staffing Action Plan.	Coordinators		Ongoing	Minutes from weekly meetings will be provided to Supervisor of Recruiting and Staffing.
		<b>TOTAL</b>	<b>\$926,830</b>		