

Priority Area Five: Talent Acquisition and Retention

Objective: Improve Operational excellence in on-boarding and off-boarding practices through the utilization of technology.

Leads:

- Mr. Saleh, Director of Technology
- Ms. Simmons, Adedoyin, HRM Manager

<i>Step</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Resources Required</i>	<i>Timeline</i>	<i>Evaluation Metric</i>
1	Collaborate with Frontline Central Project manager and receive a project timeline and roll plan for Frontline's implementation	Tunde, Mo, Jason Kunkle(Frontline), Frontline Project Managers	Meeting Dates and times.	December 2019	Project and implementation timeline is complete and provided to Teaneck Public Schools
2	Create a district implementation plan for deployment	Tunde / Mo	Meeting Dates and times.	January 2020	District Implementation plan is created and presented to Executive team for review
3	Notify faculty advisory committee about Frontline Central roll out and provide feedback for any questions	Tunde/Mo	Faculty advisory committee meeting dates and time.	February 2020	Faculty advisory committee is notified of Frontline Central and implementation plan.
4	Frontline Central implementation	HR/Payroll/Technology Departments, Frontline Central Engineers	Implementation checklist, training documents, onboarding documents, payroll documents	April 2020	HR/Payroll/Technology department documentation checklist for items to be submitted is complete.
5	Frontline Central training for HR/Payroll/Technology	HR/Payroll/Technology Departments, Frontline Central Trainers	Training dates and times.	May 2020	Training for HR/Payroll/Technology is complete and users understand how to properly use the software.
6	Quality Assurance Testing	HR/Payroll/Technology Departments	Frontline Central Software	June 2020	HR/Payroll/Technology department test software and verify it works with all requirements of Teaneck Board of Education. Evaluation checklist is created to ensure each area is tested.

7	Pilot Software (Soft Roll-out)	HR/Payroll/Technology Departments	Frontline Central Software	End of June 2020	HR Staff and Payroll test software and verify it is ready for launch
8	Frontline Central is now live and being used for onboarding new employees and payroll/personnel documentation management for existing employees.		Frontline Central Software	July 2020	Frontline central is in place and all onboarding and payroll/personnel documentation management becomes electronic.
9	Create training documentation (how to guides) for faculty and staff.	HR/Payroll/Technology Departments		July/August 2020	Training Guides and documentation is complete and accessible.
10	Train all faculty and staff during Monday staff meetings on new Frontline Central platform and how to update payroll/personnel records.	HR/Payroll/Technology Departments	Faculty Meeting dates/times	September 2020	All faculty and staff are trained with attendance sheet.

Priority Area Five: Talent Acquisition and Retention

Objective: Provide training sessions for key stakeholders regarding new teacher mentoring which includes feedback from newly hired teachers

Leads:

- Mr. Adedoyin, HRM Manager
- Ms. Jimenez-Johnson, Assistant Superintendent of Schools and Instructors
- Ms. Dent, Director of School Innovations, ELA & ESL

<i>Step</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Resources Required</i>	<i>Timeline</i>	<i>Evaluation Metric</i>
1	Phase One: Assess Meet with key stakeholders to ascertain the breadth of the new teacher orientation process.	Assistant Superintendent & Director of School Innovation HR Manager	Foundations curriculum guide	August – June 2020	Interview responses
2	Phase One: Assess Review mentor training booklet and resources from the last two years alongside new teacher mentor session(s) provided by vendors	Director of School Innovation HR Manager	New Teacher Mentoring Materials	Sept - Oct. 2019	Analysis Notes Re-design areas needing improvement
3	Phase Two: Planning Create and deploy training sessions for key stakeholders regarding best practices grounded in feedback garnered from focus groups and feedback sessions.	Assistant Superintendent & Director of School Innovation HR Manager	Professional development regarding best practices for training	July 2020 - August 2020	Completed professional development sessions with evidence of implemented strategies
4	Phase Three: Implementation Implement the recommendations of the committee and rollout a new teacher orientation program that is aligned to best practices and to the goals and initiatives of the Teaneck School District	Assistant Superintendent & Director of School Innovation HR Manager	Standard criteria for hiring new teacher trainers	September 2020 (Yearly)	Hire teachers who meet the Teaneck criteria for trainers
5	Phase Four: Monitor Use surveys and walkthrough feedback to monitor the effectiveness of proposed program	Assistant Superintendent & Director of School Innovation HR Manager	Survey Tools	June-August 2021 (Yearly)	Survey results and implementation of learned strategies via walkthrough evidence

Priority Area Five: Talent Acquisition and Retention

Objective: Create strategic partnerships with colleges and universities in order to recruit, interview and retain highly qualified instructional staff members.

Leads:

Mr. Adedoyin, HRM Manager

Ms. Golding-Cooper, Director of Guidance and Counseling

PHASE I - ASSESSMENT / PLANNING

<i>Step</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Resources Required</i>	<i>Timeline</i>	<i>Evaluation Metric</i>
1	Identify trends in relation to hiring over the course of the past 3 years	Golding-Cooper/Tunde	Personnel Data Observation Data	Oct. 2019 - Jan. 2020	Data Analysis that shows effectiveness of staff members of new hires over the 3 year span
2	Analyze data from analysis	Golding-Cooper/Tunde	Data Analysis	Jan- Feb 2020	SWOT Analysis to target recruitment efforts
3	Identify local university stakeholders to collaborate	Golding-Cooper/Tunde	SWOT Analysis	Feb 2020	Creation of College/University Recruitment Profile
4	Data Analysis of new hires for SY 19-20	Golding-Cooper/Tunde	Personnel Data Observation Data	July - Aug 2020	Incorporate new data into 3 year trend data
5	Create Standard Operating Procedures on Contingency Contracts	Golding-Cooper/Tunde, Board Attorney	Current Contracts		SOP's
6	Collaborating with Foundations to identify strategies and supports to retain newly hired staff	C&I Golding-Cooper, Tunde	Periodic Surveys	Oct. 2019 – June 2020	Survey responses will be utilized to enhance Foundations program

PHASE II - IMPLEMENTATION

<i>Step</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Resources Required</i>	<i>Timeline</i>	<i>Evaluation Metric</i>
1	Use Data to drive recruitment efforts for current year hiring for SY 2020-2021	Golding-Cooper/Tunde		Feb. – March 2020	
2	Partner with schools to complete student teacher requirements, field placements, internships, and student practicums	Golding-Cooper/Tunde	N/A	Nov. 2020 – Jan. 2021	# of students placed in district and the development of a placement spreadsheet
3	Create on-campus interview sessions and offer contingency contracts for direct hiring	Golding-Cooper/Tunde, Instructional Administrators	List of graduates from universities for potential hires	March – June 2021	Offering contingency contacts, at on-campus recruitment events
4	Collaborating with Foundations to identify strategies and supports to retain newly hired staff	C&I Golding-Cooper, Tunde	Periodic Surveys	Oct 2019 - June 2020	Survey responses will be utilized to enhance Foundations program

Priority Area Five: Talent Acquisition and Retention

Objective: Monitor the effectiveness of the new teacher orientation process alongside administrative leads

Leads:

Ms. Jimenez-Johnson, Assistant Superintendent of Schools and Instructors

Ms. Dent, Director of School Innovations, ELA & ESL

<i>Step</i>	<i>Action</i>	<i>Person Responsible</i>	<i>Resources Required</i>	<i>Timeline</i>	<i>Evaluation Metric</i>
1	Phase One: Assess Meet with prior foundation trainers and key stakeholders to ascertain the breadth of the new teacher orientation process.	Assistant Superintendent & Director of School Innovation	Foundations curriculum guide	August – June 2020	Interview responses
2	Phase One: Assess Attend and observe initial Foundation training sessions and debrief about observable findings	Assistant Superintendent & Director of School Innovation	Checklist of observable items	September through December	Development of a document that details observable findings and interview responses from key stakeholders
3	Phase One: Assess Survey new teachers who attended the initial Foundations training to determine areas of success and recommendations.	Assistant Superintendent & Director of School Innovation	Survey	September 2019 (yearly)	Survey Results
4	Phase Two: Planning Create and deploy a committee that reviews data gathered about the program and who makes recommendations for improvements aligned to district initiatives	Assistant Superintendent & Director of School Innovation	Committee members, timeline for check-ins and committee feedback	March 2020	Development of an action plan document for the 2020 -2021 school year
5	Phase Two: Planning Continue to work with the committee to create a new teacher support program that has clear goals, with differentiated opportunities for participants.	Assistant Superintendent & Director of School Innovation	Committee members, timeline for check-ins and committee feedback	March 2020 - July 2020	Development of an action plan document for the 2020 -2021 school year that realigns the new teacher orientation program

6	<p>Phase Three: Implementation Interview Foundation training candidates to ensure that staff members who are hired to work with new teachers meet the qualification guidelines of the proposed new teacher program</p>	Assistant Superintendent & Director of School Innovation	Standard criteria for hiring new teacher trainers	June 2020 - July 2020	Hire teachers who meet the Teaneck criteria for trainers
7	<p>Phase Three: Implementation Implement the recommendations of the committee and rollout a new teacher orientation program that is aligned to best practices and to the goals and initiatives of the Teaneck School District</p>	Assistant Superintendent & Director of School Innovation	Standard criteria for hiring new teacher trainers	June 2020 - July 2020	Hire teachers who meet the Teaneck criteria for trainers