

Elkhart ISD Highly Qualified Recruitment and Retention Plan

Addendum to District Improvement Plan

NOTICE: This NCLB Plan will no longer be required at the end of the 2015-2016 school year since the Highly Qualified requirements have been eliminated and NCLB has been replaced by the Every Student Succeeds Act (ESSA).

Updated 5-23-2016

Yellow Highlights indicate **Campus Level Activities**. All other Activities are District Level. **Blue text** indicates coordination of Title II, Part A and other fund sources for Professional Development.

Goal #1 Highly Qualified Staff: By the end of the 2005-2006 school year, all students will be taught by Highly Qualified teachers who are assisted by Highly Qualified Paraprofessionals. (This goal was met by the above mentioned date and maintained through the 2015-2016 school year.)					
Performance Measures (All 6 Performance Measures were met by the above mentioned date and maintained through 2015-2016.)	<ol style="list-style-type: none"> 100% of core curriculum teachers will be highly qualified by the end of the school year. 100% of instructional paraprofessionals will meet the highly qualified standards by the end of the school year. 100% of new hires will meet highly qualified status prior to employment. NCLB Indicator 3.1: The percentage of core curriculum classes being taught by highly qualified teachers at all campuses will be 100%. NCLB Indicator 3.2: The percentage of teachers receiving high-quality professional development will be 100%. NCLB Indicator 3.3: The percentage of instructional paraprofessionals who are highly qualified will be 100%. 				
	Summative Evaluation	Personnel files, highly qualified worksheets, and principal attestations.	Benchmark Timeline	Mid-May each year	
Strategy: Conduct Recruitment and Retention activities to ensure highly qualified personnel fill all positions.					
Activity	Target Population	Person Responsible	Budget/Resources	Formative Assessment	Benchmark Timeline
1. Posting vacancies on educator recruitment sites, maintaining postings on the district webpage and in district offices. (Activity remains in progress)	All Staff Members	Special Programs Director	Local	Number of positions posted	Spring/Summer
				Number of applications completed	Spring/Summer
				Percentage of highly qualified hires	Opening School Date
2. Maintain an effective teacher mentoring system in order to retain highly qualified staff. (Activity in progress on each campus)	All Teachers	Campus Principals	T IIA Local	Mentor assignments	Opening School Date
				Mentor conference meeting notes	Mid-Fall Semester Mid-Spring Semester
				New Hire feedback in Principals' PDAS conferences	PDAS conference dates

3. Analyze data from all current and applicant Teachers' certificates, certification testing records, staff development, and service records to ensure that all meet highly qualified status. (Activity ongoing)	All Teachers	Special Programs Director	Local	Personnel files	Fall Semester 2005 onward prior to future new hires
				Professional Development records	Fall Semester 2005 onward prior to future new hires
				Teacher interviews	Prior to any new hire
4. Assist Teachers in attaining or maintaining certification through Alternative Certification programs, GT certification, ESL certification, coursework, and TExES testing in order to ensure that all staff are highly qualified. (Activity ongoing)	All Teachers	Special Programs Director	T IIA Local	Personnel files	Mid-August
				Professional Development records	Mid-May
5. Analyze data from all current and applicant Paraprofessionals' files to ensure all instructional aides are highly qualified. (Activity ongoing)	All Instructional Para-professionals	Special Programs Director	T IIA Local	Personnel files Professional Development records	Fall Semester 2005 onward prior to future new hires
6. Require any instructional aide not highly qualified to complete Region VII Paraprofessional Institute training prior to hire or, qualify for hire through the board approved Paraprofessional Assessment of Knowledge and Skills (PAKS) and then complete Region VII Paraprofessional Institute training as soon as it can be scheduled. (Activity ongoing)	All Instructional Para-professionals	Campus Principals, Special Programs Director for PAKS evaluation	T IIA Local	Personnel files Professional Development records	Fall Semester 2005 onward prior to future new hires
7. Provide stipend incentives for Teachers and Paraprofessionals (Loyalty Ladder) to remain loyal to the district. (Activity ongoing)	All teachers	Superintendent School Board	Local	Stipends paid Staffing Needs Assessment	Mid-Spring Semester

8.	Provide opportunities for Teachers to attend Professional Development training to assist in obtaining ESL Certification. (Activity ongoing)	ESL assigned Teachers	Principals	T IIA Local	Professional Development records	Mid-Spring Semester
9.	Provide opportunities for Teachers to attend Professional Development training to assist in obtaining the 30 Basic Hours of GT Training and the required Annual 6-Hour Updates. (Activity ongoing)	GT assigned teachers	Principals	T IIA Local	Professional Development records	Mid-Spring Semester
10.	Provide opportunities for Teachers and Paraprofessionals to attend Professional Development Training in their academic assignment areas, classroom management, and other topics that will enhance their instructional performance.	Teachers and Para-professionals	Principals	T IIA Local	Professional Development records	Mid-Spring Semester
11.	Send Special Programs Director to Certification and Highly Qualified update training annually at minimum.	Special Programs Director	Superintendent	T IIA Local	Professional Development records	By June each year
12.	Continue annual reporting Highly Qualified data to the school board and making it available to the public	Special Programs Director	Special Programs Director	Local	Board Minutes and website postings	By December each year