



**PERSONNEL PLAN  
RECRUITMENT, HIRING, AND ASSIGNMENT OF FACULTY/CERTIFIED STAFF  
(Revised December 2014)**

**I. INTRODUCTION**

Valdosta City Schools (VCS) was operating under the requirements of a Consent Order ordered by the federal court and monitored by the U.S. Department of Justice (DOJ), which required the system to take certain steps to desegregate its faculty and staff. VCS reached unitary status in July 2014; however, we will continue to maintain a personnel plan that will require VCS to take affirmative measures to recruit, hire, and retain qualified African American faculty members.

VCS will ensure the percentage of African American faculty at every school is within 20 percentage points of the district-wide average. The district-wide average will be calculated based on the total faculty population for all schools in the System.

This personnel plan outlines the Board's policies and procedures for faculty recruitment, hiring, and assignment, which are designed to accomplish the goals stated above. The following constitutes the recruitment plan developed under the previous Consent Order.

**II. PERSONNEL RECRUITMENT**

VCS has developed and will continue to improve upon an affirmative recruitment strategy to encourage interest among minority applicants. VCS will conduct a comprehensive recruiting campaign annually in order to staff our schools with a diverse and highly qualified staff.

**Recruitment Team Members for 2014-2015 School Year**

1. Alvin Hudson (AA), Assistant Superintendent of Operations
2. Jania Klein (C), Certification Specialist, Human Resources
3. Oscar Lee (AA), Teacher (middle school)
4. Sheila Lawson (C), Director of Human Resources
5. Hilda Edgerton (AA), Academic Coach (middle school)
6. Janice Mobley (AA), Teacher (elementary)
7. Maggie Moody (AA), Assistant Principal (elementary)
8. Jay White (AA), Teacher (high school)

The recruitment team as a whole will meet semi-annually to review the school system's current efforts and goals, and to suggest modifications to the recruitment plan.

## **Recruitment Team Plan of Action / “On the spot” contract offers**

With approval from Superintendent, the recruitment team will offer contracts “on the spot” to highly qualified individuals who meet the needs of the System. Contracts will be subject to pending certification, criminal background check, and final board approval.

## **Recruitment advertising**

Recruitment team distributes GA state salary schedules, local supplement information, Teacher Loan-forgiveness Program, Valdosta Greeting Service brochures, VCS Facts and Figures, VCS Magazine, Valdosta Early College Academy (VECA) flyers, VCS Vision, Mission, and Beliefs, International Baccalaureate Programme pamphlet, business cards, Valdosta/Lowndes County brochures (Chamber of Commerce), apartment brochures, mortgage information/brochures, realtor brochures, etc.

Human Resources continues to work with Wells Fargo Mortgage who has put together a package for new teachers for “no down payment” home purchasing. Not only is this an attractive item to put in the recruiting package, but also promotes long term commitments and teacher retention.

Human Resources has worked with local apartment complexes and put together packages with brochures/flyers. Some apartment complexes have offered a 10% discount on monthly rent if you work in a local school system.

Valdosta Greeting Service welcomes newcomers to the area, assisting with relocation, orientation to the community, informs them of benefits of the community, promotes business and agencies, provides resources and encourages newcomers to become a part of the community.

## **Follow up with candidates**

Aggressive efforts are made to follow up with potential applicants via letters and/or emails, offering tours of schools and responding to any questions. Emails and/or letters are sent to each candidate after each job fair thanking them for their interest in VCS and encouraging them to complete an employment application along with application instructions.

## **Follow up with college/university liaisons**

Recruitment team members continue to develop close relationships with career services at colleges/universities, particularly Historically Black Colleges and Universities (HBCUs). Human Resources will directly contact HBCUs and other colleges/universities to request minority applicant referrals for all available vacancies. Human Resources will individually contact HBCUs and other colleges/universities for positions in content areas that are difficult to fill.

## **Vacancy announcements**

Each of our schools and central office departments are sent a hard copy vacancy announcement to post on their individual school boards. Vacancy announcements are also posted on the job board in the central office lobby. In addition to hard copies, administrators are sent job announcements to forward

to their staff via email. With vacancy announcements being posted at the school level, this gives all staff opportunity for transfers and promotions.

Job announcements are posted on [www.TeachGeorgia.org](http://www.TeachGeorgia.org) and sent to Coastal Plains Regional Educational Service Agency (CPRESA), the Georgia Department of Labor, Valdosta State University, Wire Grass Georgia Technical College, and Moody Air Force Base for their job boards and/or online job banks. Vacancy notices are also sent to our neighboring schools, to all colleges and universities that sponsor recruitment fairs attended by the recruitment team, all HBCUs in Georgia, Alabama, Florida, and to the National Association for Equal Opportunity in Higher Education (NAFEO).

### **Targeted Colleges and Universities**

The recruitment team will target HBCUs, along with other colleges in Georgia, Alabama, and Florida for its on-campus recruitment efforts.

### **Recruitment Schedule 2014-2015**

Valdosta State University (GA)	November 20, 2014 / February 26, 2015
<i>Albany State University (GA)</i>	<i>February 18, 2015</i>
University of Georgia (GA)	March 4, 2015
<i>Alabama State University (AL)</i>	<i>March 6, 2015</i>
<i>Savannah State University (GA)</i>	<i>March 18, 2015</i>
<i>Bethune-Cookman University (FL)</i>	<i>TBA</i>
Valdosta City Schools	TBA

Valdosta City Schools will continue to hold a school wide job fair for their student teachers in the spring of each year.

Human Resources is in a partnership with the Georgia Department of Labor/Veterans' Services and Moody's Airman & Family Readiness Center, and Military Spouse Connections; the events the recruitment team participates in will focus on all Veterans and family members, Active Duty, Retirees, Guard and Reserve.

### **Grow Your Own Program**

VCS continues to hire our own paraprofessionals as certified teachers. VCS hires paraprofessionals who are certified teachers so they have opportunities for professional growth as future teachers in our district.

### **Student Teachers**

VCS has several student teachers each semester. This is believed to be an effective recruitment tool as our student teachers are mentored by our staff and generally like to stay on board with the team/school they student taught with. Having student teachers in our district is a great source of recruitment as administrators can observe student teachers in their buildings.

## **Teacher Mentor Program**

Mentor Program has been developed to retain new teachers and student teachers. Mentor teachers are required to go through mentor training with Professional Learning. Incoming faculty and student teachers are paired with mentor to ensure retention and success. Mentors are given a stipend and are required to meet with their assigned teacher(s) on a regular basis. New faculty will be requested to complete a questionnaire regarding the effectiveness of their mentors.

### **III. PERSONNEL HIRING/INTERVIEW PROCEDURES**

#### **Maintenance of Applications**

All applications for employment and written records related to all applicants' applications will remain on file at Board office for a period of three years from the date the application was submitted. Each applicant will be considered for any and all vacancies for which he/she is qualified during the retention period, unless the applicant has indicated that he/she has no further interest in employment with VCS.

#### **Applications received solely through central office human resources department**

All applications will continue to be directed solely to the human resources office maintained at the central office location. All principals and other administrative staff will be instructed not to collect any applications themselves.

#### **Initial Applicant screening**

Initial applicant screening for credentials and job requirements will be performed by the human resources department and/or interview panel members.

#### **Efforts to create diversity in each applicant pool**

The Superintendent and/or Director of Human Resources shall be informed of the racial makeup of each applicant pool in advance of the interviews and shall have the authority to direct that additional recruitment take place prior to the interviews in order to try to achieve a diverse applicant pool. The recruitment team may be requested to assist in this effort.

#### **Interviews**

##### *Screening Interview*

A panel will conduct a screening interview at the Central Office from applications reviewed and determined to be highly qualified. Panel members who may be biased as to certain applicants (friends, relatives, etc.) will excuse themselves from the panel. Each panel member will complete an interview screening form for each interviewed applicant.

### ***Second Interview***

The second interview will be conducted by principal and/or director of a department where vacancy exists. The principal and/or director will make a recommendation for employment from the screened applicants sent for interview. Principal will only be allowed to reject one candidate (per position) that is sent to them.

### ***Final Recommendation***

The principal will check references on the individual being recommended. The principal and/or director will submit a written recommendation for employment to the superintendent for final approval and placement on Board agenda.

### ***Panel***

The screening interview panel will consist of the following staff. All interviews will be held by three panel members at all times. Each three-member interview team should include at least one African American employee.

1. Alex Alvarez, (C), Teaching and Learning Coordinator
2. David Cole (C), Teaching and Learning Coordinator
3. Cheryl Copeland (AA), Director of Testing
4. Scarlet Brown (C), Assistant Superintendent of Teaching & Learning
5. Dara Holt (C), Director of Curriculum PreK-5
6. Alvin Hudson (AA), Assistant Superintendent of Operations
7. Laura Lucas (AA), Director Special Education
8. Sheila Lawson (C), Director of Human Resources

## **IV. ASSIGNMENT OF FACULTY AND STAFF**

The Board has developed and implemented this plan and subsequent modifications thereto in order to insure that no school is identified as a white or black school by the race of the faculty.