



2019.2020

DIVISION IMPROVEMENT PLAN

Division Name: Human Resources

Director: Raymond Klejmont

Date of School Board Approval:

GOAL ONE

Goal:

To improve inter- and intra-divisional operating efficiency.

Objectives:

1. Monitor HR processes to ensure that they are effective and timely.
2. Collaborate with Finance and IT Divisions to improve processes that impact personnel in these departments.

Strategies:

1. Evaluate the current list of job duties in Finance, IT, and HR Divisions to identify areas of re-assignment and/or relocation.
2. Assist in executing the Transition Plan devised by the Finance Director, involving HR personnel when appropriate.
3. Examine the current use of Position Control to devise ways to maximize its effectiveness and improve its accuracy.
4. Investigate ways to improve and streamline the use of Personnel Action Forms (PAFs).

5. Hold monthly HR staff meetings to seek input and to keep everyone well informed about changes. (Suggest occasional joint staff meetings between/among HR, Finance, and IT personnel).

Evaluation:

1. Implement the Transition Plan by December 31, 2019.
2. Devise new PAF forms and procedures by December 31, 2019.
3. Transfer some reporting duties not related to Position Control to IT by November 1, 2019.

Professional Development Aligned with this Objective:

Objective:

Strategies:

Evaluation:

Professional Development Aligned with this Objective:

Budget: (No current budget items included for this goal.)

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
			Total:
			Final Total: \$0

GOAL TWO

Goal:

To improve the quality and relevance of the substitute teacher training.

Objective:

Establish a new curriculum and delivery system for substitute teacher training.

Strategies:

1. Develop a curriculum framework for a new program of instruction for substitute teachers.
2. Investigate options for delivering most or all of the training online.
3. Customize relevant portions of the sub training to meet the needs of DeSoto County Schools.
4. Develop procedures for advertising, enrolling, and tracking participants in the substitute teacher training program.

Evaluation:

1. Complete the curriculum framework for the sub training program by October 1, 2019.
2. Select an online delivery provider by November 1, 2019.
3. Customize the necessary portions of the training program by January 15, 2020.
4. Conduct first online training in Spring 2020.

Professional Development Aligned with this Objective:

Objective:

Strategies:

Evaluation:

Professional Development Aligned with this Objective:

Objective:

Strategies:

Evaluation:

Professional Development Aligned with this Objective:

Budget:

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
Actual cost of developing online trainings unknown at this time. Budget will be developed once a provider has been chosen.			
			\$5.000.00Total:
Technology			
Description of Resources	Funding Source	Available Amount	
Wireless Access Points			
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
			Total:
			Final Total:

GOAL THREE

Goal:

To recruit and hire trained and certified teachers.

Objective:

1. To reduce the need for hiring untrained teachers requiring enrollment in an alternative certification program
2. To reduce the need for using interim substitutes throughout the district schools.

Strategies:

1. Complete the recruitment plan begun in 2018-2019.
2. Create a variety of recruitment methods and materials that can be used to target and attract teachers to DeSoto, including a professional recruitment video.
3. Arrange for in-person or virtual visits to already-identified recruitment sites across the country to conduct interviews.

Evaluation:

1. Recruitment Plan will be formalized in writing and submitted to the Superintendent for approval by November 1, 2019.
2. Recruitment materials (paper-based/electronic/video) will be developed and ready for use by April 1, 2020.
3. Colleges/Universities visits will commence in Spring 2020.

Professional Development Aligned with this Objective:

Objective:

Strategies:

Evaluation:

Professional Development Aligned with this Objective:

Objective:

Strategies:

Evaluation:

Professional Development Aligned with this Objective:

Budget: (No current budget items included for this goal.)

Evidence-based Program(s)/Material(s)			
Description of Resources	Funding Source	Available Amount	
			Total:
Technology			
Description of Resources	Funding Source	Available Amount	
			Total:
Professional Development			
Description of Resources	Funding Source	Available Amount	
			Total:
Other			
Description of Resources	Funding Source	Available Amount	
Travel/Lodgings/Materials	Federal Funds	\$10,000	
			Total:\$10,000
			Final Total:\$10,000

FINAL BUDGET (Insert Rows as Needed)

Evidence-based Program(s)/Material(s)			
Goal	Description of Resources	Funding Source	Available Amount
-	-	-	-
			Total:
Technology			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Professional Development			
Goal	Description of Resources	Funding Source	Available Amount
			Total:
Other			
Goal	Description of Resources	Funding Source	Available Amount
-	-	-	-
			Total: \$0
			\$15,000 Final Total:

IMPLEMENTATION EVALUATION

Describe plans for ongoing and final evaluation on the extent of successful implementation of the division improvement plan and other division improvement efforts.

Additional Goal: Provide current school-level administrators with Level 2 training.

Objective: Implement the newly-approved preparing New Principal's Program that will provide school-level administrators with Principal certification, as required in statute.

Strategies: Constitute a team of experienced and qualified personnel to provide guidance, support, and mentoring through the PNP.

Select the first group of 3 to 5 administrators to enter the program.

Evaluation: The PNP mentor/support team will be identified and trained by December 15, 2019.

The first PNP participants will be enrolled by January 15, 2020.