

YEAR: 2011-2012

ACTION PLAN FOR PERSONNEL

- I. By May 2012, the Director of Personnel will develop new, updated recruitment materials, such as, but not limited to, CD's, folders, and brochures to be used at recruitment fairs throughout the state and will assess the effectiveness of the personnel website and hiring process based on feedback from applicants and administrators.

Related to Strategic Plan

Goal # 7: Recruit, hire and retain the most effective personnel.

<u>Tasks</u>	<u>Person(s) Responsible</u>	<u>Target Date</u>
1. Conduct Interview Days at colleges and universities.	Sylvia Harper	March, 2012
2. Develop, display and distribute materials and information that promote Mountain Brook Schools.	Sylvia Harper	March, 2012
3. Actively recruit for diversity by visiting minority colleges.	Sylvia Harper	March, 2012
4. Make changes to the personnel website to improve the presentation of Mountain Brook Schools to prospective teachers and staff, as well as, to facilitate the application process.	Sylvia Harper Donna Williamson	January, 2012
5. Assess the effectiveness of the system website and the Teach in Alabama site for the recruitment of personnel.	Sylvia Harper	August, 2012

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- II. By May, 2012, the Director of Personnel will use technology to develop appropriate forms and as a viable means of sharing pertinent information to potential and current employees.

Related to Strategic Plan

Goal #3: Effectively integrate the use of technology into all instructional and support programs.

Goal #7: Recruit, hire and retain the most effective personnel

<u>Tasks</u>	<u>Person(s) Responsible</u>	<u>Target Date</u>
1. Continue to develop a Job Description Binder for the system and prepare the appropriate format for creating an online folder to allow for easy access in order to post job descriptions on the web site.	Sylvia Harper	January, 2012
2. Continue to work with the Technology Director to develop a CD for Mountain Brook Schools to be used to promote the school system at the various recruitment fairs at colleges and universities and on the Personnel Website.	Sylvia Harper Donna Williamson	May, 2012
3. Develop an online presentation of required training materials, such as, but not limited to, the Sexual Harassment Training, Technology Usage Training, Drug Testing Policy, FERPA, and Substitute Requirements.	Sylvia Harper	May, 2012

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III. By May, 2012, the Director of Personnel will ensure that regular performance evaluations of at least 33% of the Central Office and School Office Support Staff, CNP Workers, Custodians and Maintenance Employees will be conducted using an appropriate evaluation measure for support staff.

Related to Strategic Plan

Goal #7: Recruit, hire and retain the most effective personnel.

Goal #9: Design, implement, and support an exemplary performance evaluation program for all staff.

<u>Tasks</u>	<u>Persons (s) Responsible</u>	<u>Target Date</u>
1. Evaluate the current system for evaluation of Central Office and School Support Staff, CNP Workers, Custodians and Maintenance Workers.	Sylvia Harper Pam Stembridge Ken Key	February, 2012
2. Develop or revise evaluation measures, if needed, for all support staff.	Sylvia Harper, Pam Stembridge, Donna Williamson Karen Lusk Smith, Shannon Mundy, Jackie Simons	March, 2012
3. Train the administrators at each school on the Support Staff Evaluation Form and determine a schedule.	Sylvia Harper	March 2012
4. Assess the Support Staff Evaluation System to determine the effectiveness of the process.	Sylvia Harper	May, 2012

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IV. By July, 2012, the Director of Personnel will review the files of all current employees who need renewal of certificates and will review the files of all new hires who need to go through the certification or alternative certification process in order to have 100% of our employees deemed highly qualified.

Related to Strategic Plan

Goal #7: Recruit, hire and retain the most effective personnel.

<u>Tasks</u>	<u>Person(s) Responsible</u>	<u>Target Date</u>
1. Develop a list of all employees who are up for certification renewal by June 30, 2012.	Sylvia Harper	December, 2011
2. Notify employees and guide them in the renewal process with a goal of 100% of employees with renewed certificates.	Sylvia Harper	June, 2012
3. Guide and direct new employees in the process for Alabama Certification or Alabama Alternative Certification in order to be deemed highly qualified.	Sylvia Harper	Ongoing
4. Develop a highly qualified plan with each employee to map out a course of action in order to reach their goal.	Sylvia Harper	Ongoing
5. Create a link on the Mountain Brook Personnel Website to access the Alabama State Department of Education for further helpful information and forms.	Sylvia Harper	March, 2012