



HERNANDO SCHOOL DISTRICT

Job Descriptions Review 6-27-2023 Workshop

Recruitment/Retention Comprehensive Program: Associate Teacher, Coordinator of Recruitment, TOSAs, Supervisor of Recruitment

Assistant Director of Safe Schools, Director of Communication, Planner, Staff Counsel

What Was Covered

- The Board had a presentation at the May 30, 2023 workshop regarding the Associate Teacher Substitute position, partnering with Bloomboard for our employees to transition from Associate Teacher Substitutes to fully certified Teachers.
- There is a need for a comprehensive approach to support recruitment and retention for the teaching profession. These plans supports pathways. One pathway supports transitioning candidates with an Associate's Degree and a desire to teach to gain a Bachelor's Degree and become a fully certified teacher. Another pathway offers better support to those candidates with a Bachelor's degree and transitioning from another career to become a fully certified teacher and to successfully move from a temporary certificate to a professional certificate.

Review of the Big Picture



Need for Additional Positions

- Coordinator of Retention
- Teacher on Special Assignment for Recruitment and Retention
- Supervisor of Recruitment



Coordinator of Retention

- Will support retention of alternately certified teachers.
- Will have certification experience to support teachers on temporary certificates to review their Statements of Eligibility (SOE) and make a plan to complete.
- Will track completion needs of SOE for the teacher and offer multiple supports.
- Will supervise certification specialists
- Will be aware of multiple options for teachers to complete requirements.
- Will support 176 current Temporary Certified Teachers + All New Hires with Temp. Cert.

Data Shows the Need to Focus on Retention

Instructional

Year	Hires	Separations	Difference	Resignations	Retirement	Non Reappt	Prob. Release	Deceased	Total Separations	
20/21		89	182	-93	116	39	10	14	3	182
21/22		121	230	-109	155	50	14	8	3	230
22/23		246	179	67	117	39	10	10	3	179

Support Employees

Year	Hires	Separations	Difference	Resignations	Retirement	Non Reappt	Prob. Release	Deceased	Total Separations	
20/21		206	258	-52	179	60	9	6	4	258
21/22		289	287	2	192	63	10	17	5	287
22/23		316	203	113	133	46	4	19	1	203

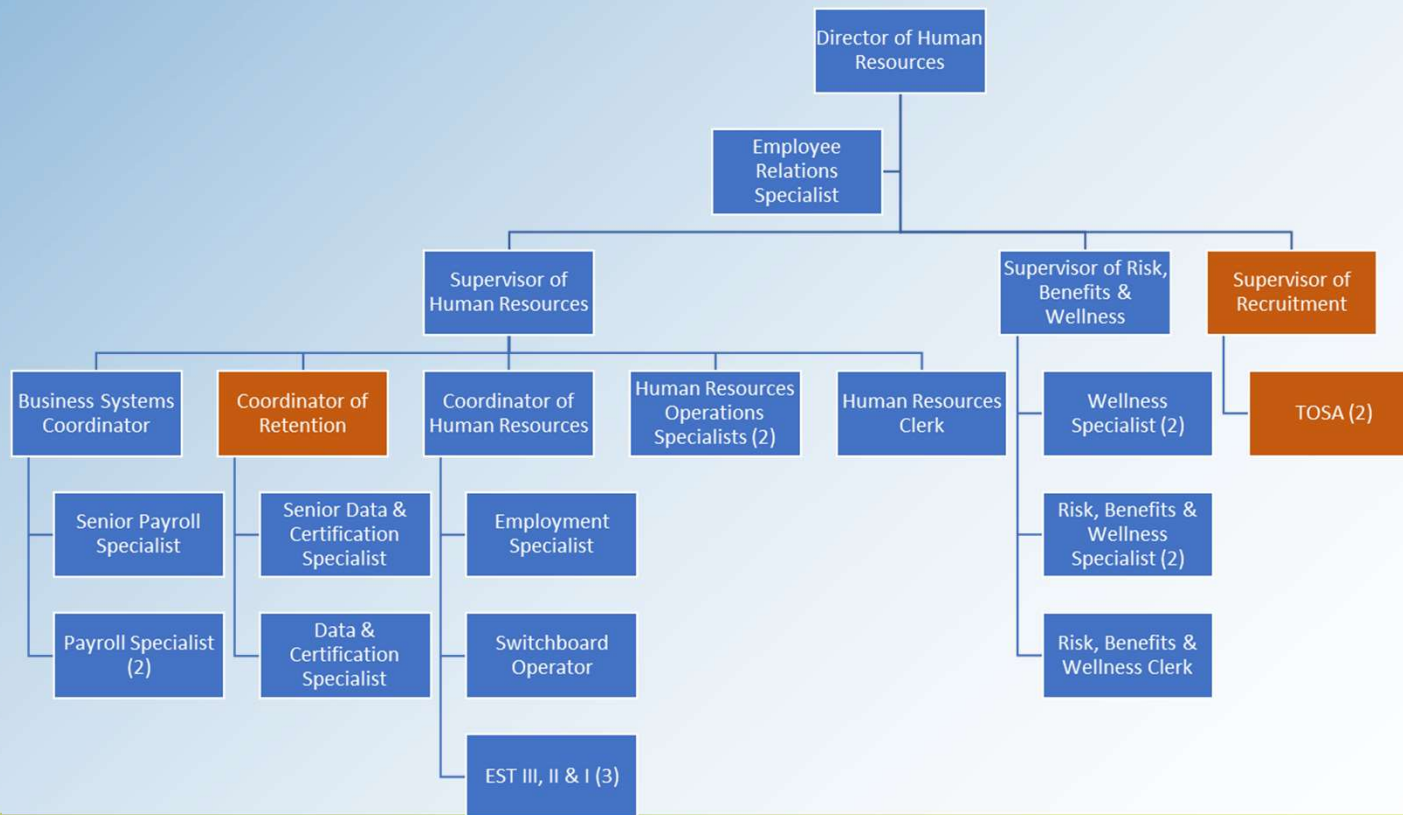
Teacher on Special Assignment (TOSA)

- Will support mentors of alternately certified teachers and associate teacher substitutes.
- Will support teachers and associate teachers substitutes.
- Will focus on best classroom practices.
- Will spend majority of time in schools.
- Will support recruitment events, intern cycle, and any retention/recruitment projects.
- Will support 176 current Temporary Certificates + All New Hires with Temp. Cert.
- Plan to support 50 Associate Teacher Substitutes.

Supervisor of Recruitment

- Will recruit for all vacancies.
- Will work with all supervisors to support to discuss and prioritize recruitment needs.
- Will supervise TOSAs and support retention efforts.
- Will maintain and increase relationships with colleges/universities to support increased internships.
- Will place interns and work directly with schools.

Human Resources with Additional Positions



Identified Needs

- Assistant Director of Safe Schools
- Staff Counsel
- Planner
- Director of Communications

Assistant Director of Safe Schools

- Office of Safe Schools is a new and expanding area for schools following South Florida school incident.
- See attachment Rule Compliance-Office of Safe Schools that indicates many Florida Statutes to follow and create policies and procedures with regards to Fortify Florida, Alyssa's Alert, Threat Assessment Teams, SESIR, FSSAT, and many others.
- Comparable with Surrounding Counties: Pasco (4), Citrus (1) but Hernando also has locks, doors, keys, gates, and cameras associated with our Office of Safe Schools.
- Develops potential candidate for Succession Planning.

Staff Counsel

- Will provide legal research and legal counsel to staff on all matters including Labor Law, Bargaining, Risk Management, EEOC, IDEA, and Employment Law.
- Will collaborate with School Board Attorney where responsibilities overlap.
- Will collaborate with outside counsel such as NEFEC.
- Will reduce need for outside counsel in some areas.
- Will be cost effective and provides ability to have quicker legal support.

Planner

- Will work with outside agencies, zoning boards, and governmental bodies.
- Will have an awareness of zoning and concurrency regulations and inform District planning.
- Will have knowledge of new laws.
- Will represent the district and collaborate with attorneys as needed.
- Will assist in creating Capital Plan(s), 5 Year Work Program, and Educational Plan Surveys.
- Will assist in translating technical jargon to non-technical staff.

Director of Communication

- Need to elevate position of Public Information Officer to Director of Communications.
- Increased need for Coordination and Collaboration with the Office of Safe Schools.
- Increased Need to Plan, Coordinate and Execute Notifications to Community Stakeholders, including Parents.
- Continued Need to Plan Marketing as Part of overall Communications plan.
- Will develop guidelines for all forms of communication to be standard and consistent.



HERNANDO
SCHOOL DISTRICT

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