

# PSD Human Resources Planning for Grade Configuration

## Personnel Movement

### February 2008 Update

**A. Goal:** Create conditions so that ultimately employees work at a level (elementary, middle school, high school) that maximizes their skills, content expertise, background, and talents through the utilization of quality processes that facilitate internal movement

#### 1. General HR Hiring Procedures for Spring 2008

- **The Voluntary Transfer Process:** Non probationary staff who are interested in moving to a different school will indicate their interest via a **voluntary transfer** process wherein they will sign up for internal-only interviews (electronically) in response to postings for specific positions at secondary schools. These employees will be encouraged to submit an updated resume to the sites.
- Non probationary staff who are interested in moving to a different school will be able interview through one of the following procedures:
  - Internal Postings for 08-09** junior or senior high positions (to begin March 24)
    - HR Considerations:**  
For secondary postings priority considerations **must** be given for internal non-probationary **voluntary transfer** candidates. External postings will be allowed only on as-needed basis and with Asst. Superintendent and HR approval.
    - Early Letters of Intent** (positions that begin in **09-10**)
      - Timing:
        - For High School positions, March 24
        - For 6<sup>th</sup> grade positions or other needed middle school positions, late spring or early fall(to coincide with site based middle school structure decisions)
      - HR Considerations:**  
By coordinating work with the Asst Supt's of School Services' office, staffing projections, up to 50% of each secondary site's anticipated 2009-10 positions can be hired using the early letter of intent

#### 2. Spring 2008 Timeline

February	Resume and interview class
March 3	High School Information Fair at Centennial High School from 3:30-5:00
March 24	Internal Only Postings for Voluntary Transfers interested in 08-09 secondary positions  Internal Only Postings for Voluntary Transfers interested in 09-10 High School Early Letters of Intent
April 16	Overage meeting
April 16- May 31	Secondary postings for 08-09 positions, Must give priority consideration to internal non-probationary Voluntary

Transfers. External secondary postings done only with HR approval  
May 1 (est.) Internal Only Postings for Voluntary Transfers interested in 2009-10 Sixth Grade Early Letters of Intent

### **3. What information will help inform our Personnel Movement process?**

- It is estimated that 70 positions need to move from the elementary teaching ranks through the secondary levels including a flow to junior high and from junior high to high school.
- For the 2007-08 school year, the four comprehensive high schools hired 29 full time teachers and 13 part time teachers with an approximate average of 9 full time teacher hires per school. The average number of full time teacher hires per school in 2006-07 was 10, and in 2005-06 the average was 11 full time teachers per school.
- For the 2007-08 School Year, 20 full time positions were hired and 18 part time positions were hired at the junior high schools. (Excluding Polaris). For the 2006-07 school year, 26 full time and 15 part time positions were hired at the junior high schools. For the 2005-06 school year, 15 full time and 4 part time positions were hired.
- An average of 181 certified staff have been new hires to the district since 2000

### **4. Standards or Guiding Principles:**

- The transition of students will occur so that student achievement is a priority
- The movement process must be equitable and non-discriminating and needs to facilitate PK-12 personnel needs
- It is important to maintain a mix of experience level within a building
- There will be timely Communication about:
  - Licensure
  - Movement Process
  - Movement Timeline
- A phase-in process in the spring of 08 will help with the 09 personnel selection and movement process.
- When teachers' needs are met, they will be better able to meet the kids' needs.
- The district will support professional development for people making a move in terms of age appropriate instruction.
- There is Employee Agreement language that governs internal placements.
- Both licensed teachers and classified employees have a 2 tier employment status that needs to be accommodated. (Licensed Teachers: Probationary and Non-probationary; Classified: 6 Year Guarantee and Less Than 6 Year Guarantee)

### **Z. The End Game**

In Spring 09, as is the normal process, no positions will be posted until every non-probationary teacher has a placement for the 09-10 school year.