

Increasing Educator Diversity Plan Template

IMPORTANT NOTES:

1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.
2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or



COVER PAGE	
District:	Winchester Public Schools
Vision:	To attract and retain high-quality candidates to the Winchester Public Schools who mirror the diversity of our student and staff body.
Theory of Action	If we create a staff who are rich in their diversity and interests, then we will create a learning experience that is inclusive of all individuals and more closely mirrors the demographics of our student body.
Team Lead:	Melony Brady-Shanley (Superintendent), Darlene Bentley (HR Director)
Team Members:	Rosanne Field (Principal), Barbara Silverio (Principal), Cassandra Murphy (Director of Student Services)

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RECRUITMENT								
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?	By When?				
Increase the number diversity of educators within the district (race and/or linguistic).	Melony Brady-Shanley, Superintendent Darlene Bentley, HR Specialist	1. Advertise in areas (geographically) of where diverse candidates reside. 2. Generalized outreach to specific organizations (Rotary, High Schools, Chamber of Commerce). 3. Recruitment Fairs (college, job, etc) 4. Create formal advertisement brochures	Superintendent and HR Specialist	Start of 25/26 school year.	Quarterly Report to the Board of Education: Dates of Quarterly Meeting (August, November, March, June) a. Add this section to the staffing report provided to the BOE on a quarterly basis (demographics, language, recruitment efforts, etc.)	1. Hiring Platform Cost (Indeed, School Spring, etc) (\$5,000) 2. Recruitment Flyer/Advertisement Creation (Free)	1. Low number of applicants due to geographic location.	Rotary, Colleges, Chamber of Commerce, etc.

<p>Evaluate the current hiring practices to review for bias and ensure the process is equitably administered.</p>	<ol style="list-style-type: none"> 1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services 	<ol style="list-style-type: none"> 1. Review job descriptions for bias 2. Revise interview questions and process 3. When possible the interview committee should be of diverse representation. 4. Establish consistent timelines for hiring 5. Develop an onboarding process for certified and non-certified employees 	<ol style="list-style-type: none"> 1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services 	<ol style="list-style-type: none"> 1. Ongoing starting in spring 2024. 2. Fall 2024 3. Fall 2024 4. Winter 2025 	<ol style="list-style-type: none"> 1. All job descriptions will be re-reviewed and adjusted as needed. 2. Interview questions will reflect a sensitivity to individuals with a diverse background. 3. Interview Committees will be of diverse background when possible. 	<ol style="list-style-type: none"> 1. Interview committees that are of diverse background. 2. Review Applitrack for progress regarding gaining applicants of diversity. 3. No finances needed for these goals. 4. Hiring Platforms - Indeed, Applitrack, School Spring, CT REAP 	<p>Applicant may decline job offer:</p> <ol style="list-style-type: none"> 1. Geographic area 2. Competitive salary 3. Lack of available housing in the area. <p>Mitigation:</p> <ol style="list-style-type: none"> 1. Support candidate with a tour of the community. 2. Review salary of like positions in urban areas. 3. Have available list of housing units in the area 	<p>HR Specialist Superintendent Board of Education Legal</p>
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<p>Build an educational community that mirrors the diversity of our students and expands the demographic norms for the geographic area.</p>	<p>1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services</p>	<p>1. Create an on-boarding program that will support new candidates transition into the district through mentorship and on-the-job training. 2. Meet with newly hired candidates to review their experience at least 2x per year. 3. Enroll new staff members into a school-based committee to build belonging and connectedness.</p>	<p>1. Melony Brady-Shanley, Superintendent 2. Darlene Bentley, HR Specialist 3. Principals and Director of Student Services</p>	<p>On-going throughout the first and second year of employment.</p>	<p>1. Data from HR will indicate a high level of retention of staff members who identify as racially or linguistically diverse. 2. Twice yearly checks will indicate satisfaction with employment conditions. 3. Membership of school-based committees will indicate diverse enrollment.</p>	<p>Technology - Data to review employment longevity. Funds - None noted.</p>	<p>Risks: 1. Lack of interest in school-based participation. 2. Lack of collegial understanding of bias. 3. Microaggressions that individuals are unaware of. Mitigation: 1. Training of staff on the fundamental of bias.</p>	<p>Board of Education, Staff</p>
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