

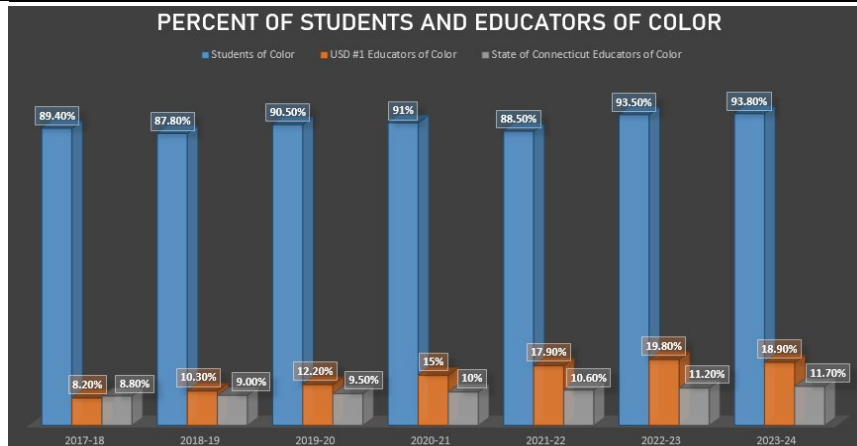
## Increasing Educator Diversity Plan Template



### 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 equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024

COVER PAGE	
<b>District:</b>	Unified School District #1
<b>Vision:</b>	USD#1 will attract and employ a diverse team of educators to enrich the educational experience of all scholars. By promoting an inclusive and culturally responsive learning environment, we will empower every student to achieve their fullest potential and become responsible global citizens.
<b>Theory of Action:</b>	If USD#1 recruits and retains a diverse group of educators, then our educational program will gain a wealth of perspectives and experiences. This diverse influence will create an inclusive, equitable, and supportive environment, leading to scholars who are well-prepared to thrive academically, socially, and emotionally in an interconnected world.
<b>Team Lead:</b>	Veron Walters-Beaulieu
<b>Team Members:</b>	Veron Walters-Beaulieu, Lenore Gagain, Rigopoula Rita Halkias, & Sabrina Destasio/ HR Rep



Increasing Educator Diversity  
Plan Template



RECRUITMENT								
Goal (What are we trying to do?)	Who Manages (name, position)	Strategies/Key Activities			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 (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?)
		What?	Who Owns This?	By When?				
USD#1 will actively recruit and hire a diverse group of highly qualified education by implementing targeted outreach strategies, fostering partnerships with diverse educational institutions, and creating a supportive and inclusive work environment. Our goal is to ensure that our staff comes closer to reflecting the diversity of our student population, thereby enriching the educational experience and promoting a culture of inclusivity and equity for all scholars. We aim to increase the diversity of our educator workforce by 4% within the next three years.	Venus Walters- Beaulieu, Superintendent of Schools	<p><u>Weekly HR Meetings:</u> These sessions include participation from USD #1's HR representative, the Superintendent, and the Director of Curriculum and School Improvement, promoting diverse viewpoints.</p> <p><u>Monthly Administration Council Meetings:</u> These gatherings ensure all staff members are well-informed about staffing needs, fostering a collaborative environment.</p> <p><u>Networking with Outside Stakeholders:</u> Actively building connections with external partners to enhance diverse recruitment efforts. Recruitment Job Fairs hosted by DOC and other state and private entities.</p> <p><u>Communicating Staff Needs</u> with the Executive Team: Ensuring transparent and inclusive discussions about staffing requirements.</p> <p><u>Collaborating with Talent Solutions:</u> Working together to craft job postings that attract a diverse staff, this includes videos that highlight the diverse workforce of DOC. LinkedIn and Facebook posts, and testimonials from staff members.</p>	Venus Walters- Beaulieu	By June 30th of 2027	USD#1 currently employs a Correctional Transition Instructor responsible for tracking employee recruitment and retention. Additionally, the Instructor works in collaboration with the Superintendent and CSDE to ensure accurate data reporting. Furthermore, the Superintendent and the Director of Curriculum and School Improvement collaborates closely with HR and Talent Solutions to track and enhance progress in educator diversity.	<p><u>HR:</u> Recruit and support a diverse workforce.</p> <p><u>Superintendent and Directors:</u> Offer a diverse lens to enhance recruitment efforts.</p> <p><u>Talent Solutions:</u> A team dedicated to attracting, developing, and retaining a diverse pool of talent.</p> <p><u>Talent Collection Meetings:</u> Regular meetings to gather and analyze staffing data.</p> <p><u>Salary Funds:</u> USD#1 needs to offer competitive compensation to attract and retain diverse, skilled professionals.</p> <p><u>Technology CORE/CT:</u> Technology to streamline processes, enhance data management, and support initiatives.</p>	Potential challenges include state-imposed hiring freezes and a low number of applicants from diverse backgrounds. To mitigate these issues, it's important to expedite hiring processes when possible to avoid freezes, and to continue leveraging social media and outreach efforts to advertise job postings effectively. The lack of competitive salaries is driving employees to explore higher paying opportunities in other school districts. This affects both educators and experienced staff, leading to a loss of valuable talent.	<p><u>Consultations:</u></p> <p><u>HR:</u> We consult with our Human Resources (HR) and Affirmative Action (AA) Units to identify current staffing needs and diversity goals. They provide insights into areas requiring immediate attention and potential long-term strategies.</p> <p><u>Neighboring State Colleges:</u> To understand the local talent pool, we consult with neighboring state colleges (Connecticut and surrounding states). These consultations help us identify opportunities for partnerships.</p> <p><u>Social Media:</u> Social media platforms are utilized to help refine our approach to attracting a diverse array of applicants.</p> <p><u>Communication:</u></p> <p><u>Job Postings:</u> We communicate our staffing needs through job postings and videos on various platforms. These postings highlight our commitment as we continue to aim to reach potential candidates from different backgrounds and experiences. Local and national diversity-based organizations are contacted on a daily basis with new openings to the public recruitment. Talent Solutions shares openings to large-scale outreach platforms, including:</p> <ul style="list-style-type: none"><li>- LinkedIn (recruiter posting)</li></ul>

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HIRING & SELECTION								
Goal (What are we trying to do?)	Who Manages the (name, position)	Strategies/Key Activities			Indicators of (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and (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?				
USD#1 will implement a rigorous and equitable hiring and selection process to attract, evaluate, and appoint a diverse group of highly qualified educators. Our goal is to ensure that every candidate is assessed fairly and consistently, with an emphasis on competencies that align with our commitment to inclusivity and excellence. By adopting evidence-based selection practices and comprehensive interview processes, we aim to increase the proportion of diverse hires to reflect the student population's diversity, with an objective to achieve a 4% increase in the diversity of our educator workforce over the next three years.	Veron Walters- Beaulieu, Superintendent of Schools	<p>The leadership team is committed to an equitable and culturally responsive hiring process. To achieve this, the following steps are taken:</p> <p><u>Culturally Responsive Interview Questions:</u> The leadership team carefully crafts questions that are culturally responsive for all candidates, with approval from the Affirmative Action (AA) Unit.</p> <p><u>Rubric for Demonstration Lesson:</u> An AA Unit approved rubric is used to evaluate demonstration lessons, ensuring consistency and fairness.</p> <p><u>Equitable Scoring:</u> All interviews are scored equitably using a rubric. Human Resources (HR) scores the rubrics to ensure equity in the hiring process.</p> <p>This structured approach ensures that all candidates are evaluated fairly and equitably, promoting diversity and inclusion within the organization.</p>	Veron Walters- Beaulieu	By June 30th of 2027	<p>USD #1 currently employs a Correctional Transition Instructor responsible for tracking employee hiring. Additionally, the Instructor works in collaboration with the Superintendent and CSDE to ensure accurate data reporting. HR collects and analyzes data on the applicant pool and monitors candidates' progress towards the hiring process. Furthermore, the Superintendent, and the Director of Curriculum and School Improvement collaborates closely with HR and Talent Solutions to track and enhance progress in educator diversity.</p>	<p><u>Superintendent and Directors:</u> Alignment with the organization's mission and goals, fostering a culture of inclusivity. The diverse backgrounds of the leadership team offer perspectives, experiences, and insights that enhance our organization's ability to create a more inclusive and dynamic work environment.</p> <p><u>HR Personnel:</u> Manage recruitment, training, employee relations, and ensure compliance with employment laws.</p> <p><u>Weekly Meetings:</u> Regularly scheduled meetings to discuss hiring progress, strategies, and address any concerns. Facilitate collaboration among team members, ensure alignment with hiring goals, and provide a platform for sharing updates and feedback.</p> <p><u>Technology:</u> Microsoft Office 365: Provide essential tools for creating, saving, and reviewing documents. Enhance productivity and collaboration among team members, streamline document management, and ensure efficient communication.</p>	<p>Lack of applicants from diverse backgrounds may impact progress towards the District's goal. To mitigate this challenge, USD #1 will continue to explore opportunities for networking and advertising job openings. Salaries are not competitive, deterring selected candidates from accepting positions. IED team members will continue to advocate for salary increases.</p>	<p>Communication/Consultations: Consult with HR Unit to review candidates' initial interview score sheets to determine invitations for second interview. Then, second interview rubrics are shared with HR to determine the best candidate for hire. HR writes a hiring package to submit to AA for selected candidate approval. Hiring managers have ongoing communication with HR and AA to ensure the District's vision is being met.</p>

Strategic Initiatives									RETENTION			
Goal	Who	When	Strategic Key Activities		Indicators of Progress		Resources Required	Risks and Mitigation	Communication/Engagement Efforts			
What are we trying to do?	Implement	Timeline	What?	Who Does What?	How will we know that we are on track for success?	What specific time, money, and technology are needed?	What could go wrong? What are the risks? What is the mitigation?	How will we ensure that all stakeholders are kept in the conversation?				
1. Enhance employee engagement and retention, including voluntary and involuntary turnover, and improve overall workforce productivity. 2. Develop and implement a comprehensive retention strategy that includes targeted interventions for high-potential employees, addressing specific retention challenges, and ensuring a positive employee experience. 3. Foster a culture of continuous learning and development, providing opportunities for skill enhancement and career advancement. 4. Strengthen communication and collaboration, ensuring transparency and fostering a sense of community and shared purpose. 5. Monitor and evaluate retention metrics, identifying trends and areas for improvement.	Human Resources Department Leadership Team Department Heads Employee Representatives	Q1 2024 - Q4 2024 Quarterly reviews and updates Annual evaluation	<b>What?</b> The initiative focuses on implementing a comprehensive retention strategy, including targeted interventions for high-potential employees, addressing specific retention challenges, and ensuring a positive employee experience. Key components include:  <u>Employee Performance and Development:</u> Implement a robust performance management system, providing regular feedback and coaching. Offer personalized development plans and training opportunities.  <u>Compensation and Benefits:</u> Conduct market research to ensure competitive compensation and benefits packages. Introduce flexible work arrangements and wellness programs.  <u>Communication and Collaboration:</u> Foster open communication channels, encouraging transparency and active listening. Promote cross-functional collaboration and team building.  <u>Retention Metrics and Analysis:</u> Establish a system for tracking and analyzing retention metrics, identifying trends and areas for improvement.	Human Resources Director Department Heads Employee Representatives	Key Performance Indicators (KPIs): <ul style="list-style-type: none"><li>Employee Turnover Rate (Target: &lt; 10%)</li><li>Employee Engagement Score (Target: &gt; 80%)</li><li>Retention Rate (Target: &gt; 90%)</li><li>Employee Satisfaction Score (Target: &gt; 85%)</li><li>Internal Promotion Rate (Target: &gt; 15%)</li></ul>	Human Resources Department Department Heads Employee Representatives	<b>Risks and Mitigation:</b> <ul style="list-style-type: none"><li><b>Resistance to Change:</b> Mitigation: Communicate the benefits of the initiative and involve employees in the process.</li><li><b>Resource Constraints:</b> Mitigation: Prioritize key initiatives and seek external support if needed.</li><li><b>Communication Breakdown:</b> Mitigation: Establish clear communication channels and ensure transparency.</li></ul>	<b>Communication/Engagement Efforts:</b> <ul style="list-style-type: none"><li><b>Regular Communication:</b> Hold regular town hall meetings and one-on-one sessions with employees.</li><li><b>Feedback Mechanisms:</b> Implement a robust feedback system, including surveys and suggestion boxes.</li><li><b>Recognition and Rewards:</b> Recognize and reward high-performing employees and those who contribute to retention efforts.</li></ul>				