

## 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>	Montville Public Schools
<b>Vision:</b>	
<b>Theory of Action</b>	Theory of Action: If Montville increases the racial consciousness and cultural responsiveness in positions responsible for talent management and provides professional learning THEN:Montville will implement and transform the policies, structures and practices that ensure equity and result in equitable hiring practices and increase access to diverse educators for all students. AND: Students will not only achieve academically, but they will possess the qualities needed for success in an increasingly diverse world.□
<b>Team Lead:</b>	Andrea Flynn
<b>Team Members:</b>	Dianne Vumback, Superintendent    Andrea Flynn, Assistant Superintendent

# Increasing Educator Diversity Plan Template



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?				
Recruit and hire educators for underrepresented racial or ethnic groups to increase their representation by 5% a year, within Montville Public Schools and better align with the diverse demographics represented in our students.	Assistant Superintendent Future HR Position	<p>Montville visible profile articulates goals for increasing the racial, ethnic, and linguistic diversity of the workforce.</p> <p>Montville will partner with, and recruit form educator preparation programs with a proven record of preparing and certifying racially diverse educators.</p> <p>Montville will send staff to attend job fairs such as UCONN and RESC's Increasing Educator Diversity Job Fair.</p> <p>Increase the use of social media to post jobs and to recruit candidates.</p> <p>Montville will update district website and position postings to include a diversity statement along with a non-discrimination statement to communicate the district's commitment to diversity.</p>	<p>Assistant Superintendent Committee consisting of various stakeholders including principals, teacher, S/E supervisors, Curriculum Leaders, parents, support staff, Superintendent</p> <p>Human Resources Staff</p> <p>Media/Tech staff</p> <p>Principals/counselors/Teachers</p>	Ongoing 2024-2025	<p>Number of job fairs attended by staff.</p> <p>Number of partnerships forged with community organizations and minority-focused educational institutions.</p> <p>Increased number of online and print marketing strategies.</p> <p>Increased number of diverse applicants.</p> <p>Increased number of diverse student teachers in Montville.</p>	<p>Time to attend and meet with teacher prep programming, recruitment fairs and to promote education pathways to high school.</p> <p>Utilize platforms like LinkedIn, Twitter, and Facebook to promote job openings and engage with diverse candidates.</p> <p>Develop targeted email campaigns to reach out to potential candidates identified through networking and referrals.</p> <p>Engage administrators, teachers and staff to assist with these efforts (i.e., attend career fairs, etc.)</p> <p>Require training to staff involved in the recruitment process to enhance their understanding of cultural competence and sensitivity.</p>	<p>Risk: Limited Awareness and Access to Diverse Candidate Pools</p> <p>Mitigation: Expand outreach efforts to include diverse recruitment channels such as partnerships with minority-serving institutions, attendance at diversity-focused job fairs, and collaborations with professional organizations representing underrepresented groups. Utilize social media platforms and targeted advertising to reach a wide range of candidates.</p> <p>Risk: Insufficient Representation in Applicant Pool</p> <p>Mitigation: Proactively seek out candidates from diverse backgrounds by leveraging networking opportunities, referrals, and targeted outreach campaigns. Encourage current staff members to refer qualified candidates from underrepresented groups and incentivize diversity in referrals.</p> <p>Risk: Lack of Inclusive Job Descriptions</p> <p>Mitigation: Review and revise job descriptions to ensure they use inclusive language and accurately reflect the skills and experiences necessary for the role. Highlight the organization's commitment to diversity and inclusion in job postings to attract a diverse applicant pool.</p> <p>Risk: Inadequate Resources or Budget for Diversity Recruitment</p> <p>Mitigation: Allocate sufficient resources and budget for diversity recruitment initiatives, including outreach efforts, travel expenses for recruitment events, and advertising costs. Seek external funding opportunities or partnerships with organizations that support diversity in education.</p>	<p>Culture and climate is welcoming and nurtures racial, ethnic and linguistic diversity. Communications via social media, website, newsletters, public appearances, etc. promote these values.</p> <p>The district, schools and BOE are transparent with stakeholders about their commitment to prioritize a continuous improvement.</p>

Increasing Educator Diversity  
Plan Template



HIRING & SELECTION								
Goal  (What are we trying to do?)	Who Manages the (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?				
Montville Public Schools will establish equitable hiring practices that reduce or eliminate the effects of unconscious and implicit bias to increase the number of diverse candidates hired by 10% per year through SY 27-28.	Assistant Superintendent Fut	Montville will develop and utilize interview procedures, checklists and/or protocols that assess cultural responsiveness, and promote an equity mindset.  Train and prepare staff to engage in culturally responsive recruitment, selection and hiring practices, and conscious and unconscious bias.  Create a racially, ethnically and linguistically diverse hiring committee.  Develop structured interview protocols with standardized questions and evaluation criteria to ensure consistency and fairness in assessing candidates. Include questions that focus on diversity, equity, and inclusion values.  Ensure all communications with candidates, including interview invitations, follow-ups, and feedback, use inclusive language and respect candidates' diverse identities and backgrounds.  Train staff on effective interview questions.	Asst. Super/Hiring Committee/ Outside Consultant   DEI committee    HR staff    Asst. Superintendent, principals, S/E Supervisors"	Ongoing throughout the 2024-2025 SY.	An increase in the number of minority candidates that are interviewed and offered employment.  The completion rates of Implicit Bias Training  Increased number of diverse candidates offered positions as assessed after the hiring and selection process.  "Money for outside consultant to train staff on ""Diversity Training: A Guide for Hiring and Recruiting Diverse Educators (CSDE).  Money for DEI consultant to support in the area of recruitment, hiring and retention of diverse applicants.  Time to train our personnel on hiring practices and actively address unconscious bias in hiring.  Time to research and identify culturally responsive questions	Money for outside consultant to train staff on ""Diversity Training: A Guide for Hiring and Recruiting Diverse Educators (CSDE).  Money for DEI consultant to support in the area of recruitment, hiring and retention of diverse applicants.  Time to train our personnel on hiring practices and actively address unconscious bias in hiring.  Time to research and identify culturally responsive questions	Risk: The length of time required to compete the training.  Mitigation: Establish a training calendar to help track training completions across the district.  Risk: Limited Resources and Funding  Mitigation: Advocate for adequate resources and funding to support diversity, equity, and inclusion initiatives within the school or district. Seek partnerships with community organizations and leverage external funding sources where possible.  Risk: A lack of participation by other stakeholders, leading to a small representation of our population.  Mitigation: This may be due to lack of time or money on the part of the district. We will look creatively at using PD time, staff meetings, grant monies. etc. to mitigate these issues.  Risk: Despite best efforts, we do not see an increase in applicants of color.  Mitigation: Continually reviewing practices and policies, as well as on going PD and efforts to have a farther reach for applicants will be on-going.  Risk: Our PR/Social media campaign may not reach intended audience.  Mitigation: Dedicate staff to ensure our campaign reaches post-secondary institutions.  Risk: Unconscious Bias in Selection Processes	The ""Increasing Educator Diversity Plan"" will be shared and reviewed with the district leadership team, school building administrators, department leaders and all hiring committee participants.  Staff participating in interviews.

## Increasing Educator Diversity Plan Template



RETENTION								
Goal  (What are we trying to do?)	Who Manages  (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?				
Montville Public Schools will strive to ensure the long-term success and connectedness of our diverse employees. We will create a workplace culture where every individual feels a true sense of belonging and is provided with equitable opportunities for growth and advancement.  Over the next two academic years Montville Public Schools will implement initiatives to improve retention rates of underrepresented minority educators by 5% compared to the previous two-year period.	Assistant Superintendent	Provide mentoring opportunities for teachers to connect with "exemplary" teachers .  Continue to develop a comprehensive onboarding program that introduces new hires to the organization's commitment to diversity and inclusion.  Revise "New Teacher Academy" to support teachers past year 1.  Review, Revise and support the process of matching TEAM mentors with candidates and providing them with resources to adequately support and encourage mentees.	Building Administrators  Human Resources  TEAM District Facilitator  Teacher's Union  Assistant Superintendent  DEI committee	"Spring 2025 and ongoing   				