

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	
District:	Old Saybrook Public Schools
Vision:	Old Saybrook Schools believes that all students should have a sense of pride and belonging. By increasing educator diversity, all students will have the opportunity to see themselves represented in the teaching staff and feel a greater sense of pride in themselves, sense of belonging in our schools, and feeling of confidence in themselves.
Theory of Action	If the district promotes its priorities of equity and belonging and publicizes its current diversity, while maintaining an inclusive environment for all students, staff, and families, then we will attract and retain more educators of color and diverse backgrounds.
Team Lead:	Krista Bauchman
Team Members:	J. Perruccio, L. Caruthers, Equity Action Committee (EAC)

RECRUITMENT								
Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication/ Engagement Efforts
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)

Increase the percent of ethnically diverse candidates (and candidates with diverse backgrounds) applying for educator positions in our district.	Human Resources	Make public district changing demographics and diverse student body.	"Director of Public Relations"	September 1, 2024	The percent of diverse applicants will increase and the delta between diverse students and educators will decrease.	Printed materials with demographic information, printed materials about district's strategic plan, videos about the districts diversity and commitment to equity, human resources, signage for recruitment booth, funding, time	The district needs to ensure that its printed/video messaging encourages diverse staff to apply. The district will need to have proper messaging by staff who attend recruitment fairs. Committee (EAC) will review messaging (printed and videos) to ensure inclusive, positive messaging. Include member of the (EAC) attend recruitment fairs.	Communications Director-regarding materials and messaging required. Human Resources-regarding broadening posting and seeking recruitment fair opportunities. EAC-Review messaging and attending recruitment fairs.
		Make public the district's commitment to equity as described in the OS Strategic Plan.	"Director of Public Relations"	September 1, 2024				
		Broaden outreach efforts and distribution of postings including but not limited to attending college career fairs, educator recruitment fairs, etc.	Human Resources	September 1, 2024				
		Expand outreach within the community to non-certified staff and families about certification opportunities.	Human Resources, District Leadership Team	Ongoing				
		Work with in-district educators of diverse backgrounds to get feedback on hiring pretiaices.	Human Resources	Ongoing				

HIRING & SELECTION								
Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication/ Engagement Efforts
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Ensure that all candidates, regardless of background or ethnicity are treated without bias and leave the interview having a positive experience.	Human Resources, District Leadership Team	Members of interview committees will complete state training on unconscious bias. https://portal.ct.gov/SDE/Talent_Office/Workforce-Diversity/Diversity-Training-Guide-for-Hiring-Recruiting-Diverse-Educators	Human Resources, All staff involved in hiring committees	Before all hiring committees meet	Hiring documents/ policies/ procedures/ questions will be reviewed and modified to ensure alignment to the OS Strategic Plan goal of equity. The percent of diverse educators hired will increase.	Training materials, Human Resources, Time	Time to review hiring documents, policies, procedures, questions. Sub-committee of EAC to review materials.	EAC-regarding organizing sub-committee and work load, and timeline. District Leadership Team-regarding changes to hiring documents, policies, procedures, questions. Any policy changes will need to be passed by Board of Education.
		Review screening protocols and hiring policies/ processes to be sure they are aligned to the OS strategic plan goal of equity.	Human Resources, District Leadership Team, EAC	December 2024				
		Review hiring protocols and hiring policies/ processes with all members of a hiring team prior to participating in hiring.	Human Resources, District Leadership Team, EAC	December 2024				
		Offer interviews to diverse candidates, track data with hiring forms.	District Leadership Team	Ongoing				
		Utilize interview questions that provide insight to educators qualifications and strengths while demonstrating a commitment to equity.	Human Resources, District Leadership Team, EAC	December 2024				

RETENTION								
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?				
Create a safe, inclusive, and supportive district climate to increase retention rates of diverse educators.	Human Resources, District Leadership Team, Safe School Climate Teams	Analyze current hiring data and exit interviews to identify any areas of need.	Human Resources, EAC	September 1, 2024	Teachers report a positive, inclusive, and supportive climate and culture in the district as described in climate surveys and exit interviews. Retention of all staff, including diverse educators.	Human Resources, Time	Lack of support or lack of communication between educators and administrators could result in concerns not being quickly addressed and staff feeling unsupported. A plan needs to be outlined for ongoing supports for new teachers to Old Saybrook for each building. New teachers need to understand best communication pathways for each building. Must include check-in times within the first year to build trust and support.	District Leadership Team needs to communicate to create entry plans and communication structures for each building that are aligned to each other and the strategic plan.
		Ongoing commitment to the Strategic Plan goal of equity.	District Leadership Team District	Ongoing				
		Continued commitment to creating a safe, inclusive, and supportive climate and culture.	Leadership Team, Safe School Climate Teams	Ongoing				
		Develop a system of ongoing support and communication for all new educators to the district.	District Leadership Team	Septemebr 1, 2024				

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Increase the percent of ethnically diverse candidates applying for educator positions in our district.	Human Resources	Make public district changing demographics and diverse student body.	"Communications Director"	September 1, 2024	The percent of diverse applicants will increase and the delta between diverse students and educators will decrease.	Printed materials with demographic information, printed materials about district's strategic plan, videos about the districts diversity and commitment to equity, human resources, signage for recruitment booth, funding, time	The district needs to ensure that its printed/video messaging encourages diverse staff to apply. The district will need to have proper messaging by staff who attend recruitment fairs. Committee (EAC) will review messaging (printed and videos) to ensure inclusive, positive messaging. Include member of the (EAC) attend recruitment fairs.	Communications Director-regarding materials and messaging required. Human Resources-regarding broadening posting and seeking recruitment fair opportunities. EAC-Review messaging and attending recruitment fairs.
		Make public the district's commitment to equity as described in the OS Strategic Plan.	"Communications Director"	September 1, 2024				
		Broaden outreach efforts and distribution of postings including but not limited to attending college career fairs, educator recruitment fairs, etc.	Human Resources	September 1, 2024				
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Ensure that all candidates, regardless of background or ethnicity are treated without bias and leave the interview having a positive experience.	Human Resources, District Leadership Team	Members of interview committees will complete state training on unconscious bias.	Human Resources, All staff involved in hiring committees	Before all hiring committees meet	Hiring documents/ policies/ procedures/ questions will be reviewed and modified to ensure alignment to the OS Strategic Plan goal of equity. The percent of diverse educators hired will increase.	Training materials, Human Resources, Time	Time to review hiring documents, policies, procedures, questions. Sub-committee of EAC to review materials.	EAC-regarding organizing sub-committee and work load, and timeline. District Leadership Team regarding changes to hiring documents, policies, procedures, questions. Any policy changes will need to be passed by Board of Education.
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