

Human Resources

Kerry Pate-Davison, Ed.D.
Human Resources Coordinator



HOOVER
CITY SCHOOLS

HIRING PROCESS

Position is Vacated

- ❖ Post Position
- ❖ Select Candidates to Interview
- ❖ Interview Process
- ❖ Vetting
- ❖ Hiring Recommendation Process

JOB POSTING

- ❖ The ***Job Description*** provides clarity on minimum job requirements including duties and responsibilities
- ❖ Vacancies must be posted for at least 7 calendar days before the position is filled
- ❖ Vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions, require posting notices of at least 14 calendar days
- ❖ “Potential” vacancies can be posted in advance, even if a resignation has not been received

JOB POSTING

The notice shall include, but not necessarily be limited to, the following information:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on deadlines for applying
6. Any other relevant information

Alabama Code Title 16-22-15

Selecting Candidates to Interview

- ❖ Review applications and determine who does not meet the minimum job requirements for the position
- ❖ ***Applicant Tracking Enterprise*** allows a hiring manager the option to select certain criteria to reduce the number of eligible candidates
- ❖ Analyze characteristics and diversity of the team, department, grade level, etc., to assist in identifying candidates who would work well with that group

Selecting Candidates to Interview

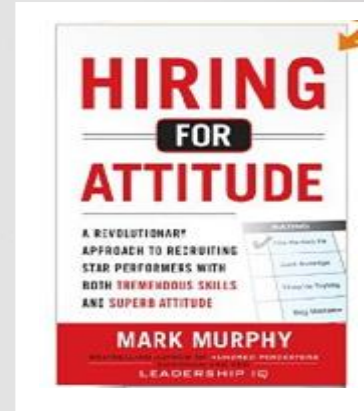
- ❖ Experience can be an important factor in some instances
- ❖ Having a team of diverse individuals to review applications is a good practice
- ❖ Some hiring managers may look for candidates that are similar to them



Selecting Candidates to Interview

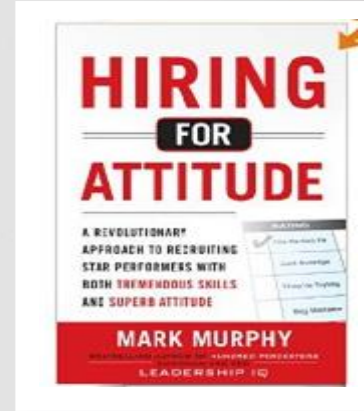
HIRING FOR ATTITUDE, by Mark Murphy, examines cutting-edge practices to hire the best candidates for a position. Murphy states that:

- ❖ *When new hires fail, 89% of the time it is for attitude and not a lack of technical skills*
- ❖ *Highly skilled is not always highly effective*



Selecting Candidates to Interview

- ❖ *General interview questions do not always assess attitude, coachability, motivation, and temperament*
- ❖ *When interviewing, most managers ask too many questions, forcing applicants to give fast and superficial answers*



“

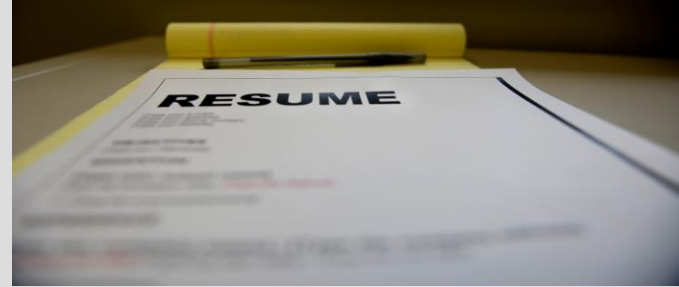
People are not your most important asset. The right people are.

–Jim Collins

Interview Panels

- ❖ Establish a screening/interview process that includes who and how many individuals should participate
- ❖ Review appropriate questioning methods, confidentiality, and selection procedures with interview participants
- ❖ Determine how a final recommendation will be determined
- ❖ All personnel actions have to be recommended by the Superintendent to the Board for final approval

Vetting Employees



- ◆ You can't always trust what is on a resume
- ◆ Questions to consider when checking REFERENCES :
 - ◆ *How recent are the references?*
 - ◆ *Did any immediate supervisors submit a reference?*
 - ◆ *What relation is the applicant to the reference?*
 - ◆ *What length of time did the reference work directly with the applicant?*

Vetting Employees

- ❖ The ALSDE online application system, *Applicant Tracking Enterprise*, keeps all references on file from the initial time of application
- ❖ Contact recent employers for further vetting
- ❖ Look beyond technical skills or knowledge, and areas where references have less favorable ratings
- ❖ Google and social media have become popular vetting tools

Vetting Employees

- ❖ Read entire APPLICATION thoroughly to examine reasons the applicant left previous job or was non-renewed for cause
- ❖ Look for attachments that may be included in application such as additional reference letters, certification information, etc.
- ❖ Check conviction history and background questions
- ❖ Check employment history for gaps in employment or changing positions frequently

HCS Hiring Process

- ◆ Rationale for HCS Personnel Practices:
 - ◆ Centralization of identification, recruitment, hiring and retention of teachers and professional employees.
 - ◆ Attainment and maintenance of a racially desegregated staff that reflects the system's workforce as a whole, to the extent practicable.
 - ◆ Reinforcement of Hoover's commitment to an equitable, inclusive environment for all employees.

HCS Hiring Process

◆ Interview Process

◆ Principals or Department Head

- ◇ Review of Candidates who have applied through the *Applicant Tracking Enterprise*
- ◇ Candidates names are sent to HR.

◆ HR submits a list applicants approved for interview

- ◇ No interviews are conducted before HR approval

◆ Interview committee

- ◇ At least three people on committee
- ◇ Committee must be racially diverse.
- ◇ Name, race, position, and dates served on committee

HCS Hiring Process

- ◆ Interview Process

- ◆ Documentation

- ◆ Request to Interview Form
 - ◆ Interview Documentation Form
 - ◆ Interview notes, scoring sheets, etc. are stored at the school level

- ◆ After the Interview

- ◆ Principal or Department head submits personnel recommendation form.
 - ◆ HR reviews recommendations and forward to Superintendent for consideration.

HCS Hiring Process

◆ Interview Process

◆ Notes

- ◆ For principals vacancies - at least one teacher, one parent, one other principal
- ◆ For Assistant Principals - at least one teacher, the building principal, one other principal
- ◆ Oversight Committee - reviews and evaluates the application and hiring process; consists of no less than five members

Background Clearance

- ❖ All Alabama public education employees must complete a background check (excludes volunteers)
- ❖ Applicant registers and pays for background check online, and chooses a location listed to complete the fingerprinting process
- ❖ If no significant charges or convictions surface, the results could be returned within 24 - 72 hours
- ❖ If an applicant has serious convictions, he/she must submit a case summary to the ALSDE; the ALSDE sends results to the school system who makes a determination of whether to hire or not



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

Alabama
State Board
of Education

Governor Kay Ivey
President

Jackie Zeigler
District I
President Pro Tem

Tracie West
District II

Stephanie Bell
District III

Yvette M. Richardson, Ed.D.
District IV

Tommie T. Stewart, Ph.D.
District V

Cynthia McCarty, Ph.D.
District VI

Jeff Newman
District VII
Vice President

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

January 31, 2020

Dr. Kathy Lynn Murphy, Superintendent
Hoover City Board of Education
2810 Metropolitan Way
Hoover, AL 35243

Dear Dr. Murphy:

RE:

ADDRESS:

TCH Number:

A background review has been conducted on the above individual pursuant to the *Alabama Child Protection Act of 1999* and *Act No. 2002-457*. This information may have been drawn from various sources, including publicly available documents. Based on the results of the criminal history record check, this individual has the following conviction(s):

Date	Place	Conviction
May 4, 1988	Hoover, AL	Minor in possession of alcoholic beverage

If you have questions regarding this correspondence, please contact the Educator Certification Section of the Office of Teaching and Leading at 334-694-4557.

Sincerely,

Shavon H. Cummings
Coordinator, Educator Certification
State Certification Officer
Office of Teaching and Leading

SHC/SLC

cc: Rebecca Payne

NOTE: If this letter is presented by a new employee to a school system other than the one which requested it, that system is advised to contact the Educator Certification Section of the Office of Teaching and Leading to verify the individual's status.

Pre-Employment Forms

Examples of Pre-Employment Forms

1. Copy of Driver's License
2. Social Security Card or Passport (E-Verify)
3. USCIS Form I-9
4. A-4 and W-4 Tax Forms
5. Direct Deposit Authorization or Letter from Banking Institution
6. Alabama Teachers Retirement Systems (TRS) Enrollment Form
7. RSA Post-Retirement Employment Form (if applicable)
8. Personal Leave Day Options
9. Sick Leave Bank
10. Vacation Policy
11. Employee Handbook Agreements/Acknowledgements

Pre-Employment Information

Work Verification

- ◆ Supplemental EXP form for Certified Personnel
- ◆ Work Experience Verification for Classified Personnel

Sick Day Transfer

Employees can transfer sick days from other districts

Transcripts

Certified Personnel

I-9 E Verify

E-Verify is a web-based system to confirm eligibility of employees to work in the United States. The system verifies information that is submitted on the I-9 Form and E-Verify, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

- ❖ *Must be completed within three business days of official start date*
- ❖ *Employers cannot specify which I-9 documentation employees must present*
- ❖ *E-Verify Notices must be posted in English and Spanish*

Affordable Care Act Notices

Employment information must contain the Affordable Care Act (ACA) Notice that informs employees of the Health Insurance Marketplace to find and compare private health insurance options.

- ❖ *ACA options are more applicable to individuals not receiving health insurance through an employer by qualifying for federal subsidies described in the notice*
- ❖ *PEEHIP coverage is considered “affordable” according to ACA rules*

Employment for Individuals 18 and Younger

- ◆ The Alabama Department of Labor requires an **EMPLOYEE INFORMATION FORM** (located at www.labor.alabama.gov) to be on file with anyone 18 years or younger at the premises where employees 18 years and younger are employed.
 - ◆ Proof of age documentation must be included such as a copy of a driver's license, birth certificate, or government issued ID which minor's name and date of birth
 - ◆ An **ELIGIBILITY TO WORK FORM** is required for minors age 14 and 15
 - ◆ Time records stating number of hours worked each day, starting and ending times, and break times must be kept on file at the location in which the minor is employed
 - ◆ Child Labor Certificates must be in public view and renewed annually

The Alabama Child Labor Law

- ❖ Minors under the age of 18 may be prohibited from working in certain conditions
- ❖ Minors 16, 17, and 18 who are enrolled in public or private school shall NOT work between 10 p.m. and 5 a.m. on any night preceding a school day
- ❖ Minors 14 and 15 shall not work before 7 a.m. and 7 p.m. any day of the week, during hours when school is in session, no more than 3 hours on school days, no more than 8 hours on non-school days, and no more than 18 hours/week
- ❖ Minors 14 and 15 have different summer months rules
 - Between 7 a.m. and 9 p.m. any day of the week
 - No more than 8 hours/day, 40 hours/week, and 6 days/week

New Hire Orientation

Many HR and/or Payroll Departments provide new hire orientation to review school district policies and review benefits prior to Open Enrollment. Other information to consider reviewing during the onboarding process is below:

- ◆ Confidentiality of personnel files
- ◆ Anti-discrimination & harassment policies
- ◆ On-the-Job Injury (no workers compensation)
- ◆ Leave of absence procedures (No FMLA eligibility first year of employment)
- ◆ Time clock or absence management procedures
- ◆ Employee Assistance Program (if available)
- ◆ Tenured/Non-probationary laws
- ◆ Educators Liability Trust Fund (ELTF)

Employee Evaluations



Employee Evaluations

- ◆ Certified Employees- Evaluations should be completed the first three years of employment (while the certified employee is probationary) and every three years thereafter.
- ◆ Classified Employees - HCS uses the same model for classified employee
 - ◆ Evaluation years 1-3
 - ◆ Evaluation every three years thereafter

Certified Employee Evaluations

Who?

- ◆ All certified teachers
 - ◆ Probationary
 - ◆ Tenured
 - ◆ TEAMS
- ◆ Any tenured teacher on an assigned improvement plan

Certified Employee Evaluations

What?

- ◆ Alabama Teacher Growth Plan (ATGP)/ Alabama Teacher Observation Tool (ATOT) Requirements
 - ◆ ATGP Self assessment
 - ◆ ATGP Professional Learning Plan
 - ◆ ATOT Observation
 - ◆ at least one ATOT for all teachers
 - ◆ an additional ATOT or locally-developed observation tool for teachers on cycle

Certified Employee Evaluations Continued..

- ◆ For Teachers on the Evaluation Cycle
 - ◆ Two More Data Sources in addition to ATGP
 - ◇ Attendance and grade data from SIS
 - ◇ Employee Attendance Data
 - ◇ Face-to-Face Conference
 - ◇ Mentoring Records
 - ◇ Other Classroom Observation
 - ◇ Professional Improvement Plan
 - ◇ Review of Lesson Plans
 - ◇ Walkthrough Forms
 - ◇ Written Correspondence

Certified Employee Evaluations Continued..

- ◆ For Teachers on the Evaluation Cycle
 - ◆ End of Year Evaluation Conference
 - ◆ Scale Rubric
 - ◇ Exemplary
 - ◇ Effective
 - ◇ Developing
 - ◇ Ineffective
- ◆ *For HCS, instructional coaches, technology coaches, guidance counselors, and librarians on evaluation cycle must be observed at least two times with a locally-developed observation tool.*

Record Keeping of Evaluations

School

- ◆ All data sources
- ◆ Evaluation cycle assignments updated yearly
- ◆ EOY conference forms
- ◆ PIP

District

- ◆ Copies of evaluation cycle assignments
- ◆ Copies of EOY conference forms
- ◆ Copies of PIP

HCS Sample Evaluation Tracking

A	B	C	D	E	F	G	H	I	J	K
Employee Name	EE	HireDate	CCTR Description	Certified Code	Job Title	FTE	2022	2023	2024	2025
Doe, John	12345	2021-08-05	SOUTH SHADES	C	TEACHER/2ND GRADE	1	C1	C2	C3	
Doe, John	12345	2019-08-05	SOUTH SHADES	C	TEACHER/SPED INSTRU	1	C3			C
Doe, John	12345	1999-08-11	SOUTH SHADES	C	TEACHER/2ND GRADE	1			C	
Doe, John	12345	2021-08-05	SOUTH SHADES	C	TEACHER/P.E.	1		C1	C2	C3
Doe, John	12345	2019-08-05	SOUTH SHADES	C	TEACHER/KINDERGARTE	1	C3			C
Doe, John	12345	2021-08-05	SOUTH SHADES	C	TEACHER/SPED INSTRU	1	C2	C3		
Doe, John	12345	2022-08-04	SOUTH SHADES	C	TEACHER/2ND GRADE	1		C1	C2	C3
Doe, John	12345	2005-08-08	SOUTH SHADES	C	TEACHER/KINDERGARTE	1			C	
Doe, John	12345	2021-08-05	SOUTH SHADES	C	TEACHER/KINDERGARTE	1	C1	C2	C3	
Doe, John	12345	1993-08-18	SOUTH SHADES	C	TEACHER/MATH COACH	1		C		
Doe, John	12345	2003-08-04	SOUTH SHADES	C	ASSISTANT PRINCIPAL/EL	1	C			C
Doe, John	12345	2013-08-08	SOUTH SHADES	C	TEACHER/KINDERGARTE	1	C			
Doe, John	12345	2019-08-05	SOUTH SHADES	C	TEACHER/PRESCHOOL	1	C3			C
Doe, John	12345	2020-08-03	SOUTH SHADES	C	TEACHER/PRESCHOOL	1	C2	C3		
Doe, John	12345	2022-08-04	SOUTH SHADES	C	TEACHER/1ST GRADE	1		C1	C2	C3
Doe, John	12345	2011-08-01	SOUTH SHADES	C	TEACHER/KINDERGARTE	1	C3			C
Doe, John	12345	2011-08-01	SOUTH SHADES	C	TEACHER/KINDERGARTE	1		C		
Doe, John	12345	2018-08-06	SOUTH SHADES	C	TEACHER/ARTS-VISUAL E	1			C	
Doe, John	12345	1993-08-18	SOUTH SHADES	C	TEACHER/KINDERGARTE	1		C		
Doe, John	12345	2021-08-05	SOUTH SHADES	C	TEACHER/1ST GRADE	1	C1	C2	C3	
Doe, John	12345	2021-09-07	SOUTH SHADES	C	TEACHER/KINDERGARTE	1	C1	C2	C3	
Doe, John	12345	2019-08-05	SOUTH SHADES	C	TEACHER/1ST GRADE	1	C3			C
Doe, John	12345	2004-08-02	SOUTH SHADES	C	TEACHER/KINDERGARTE	1		C		

Questions or Comments





HOOVER
CITY SCHOOLS

Kerry Pate-Davison, Ed.D.
Human Resources Coordinator
kpatedavison@hoover.k12.al.us
205-439-1091