

HR 101-YOU REALLY DID THAT?

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Nebraska Association of School Personnel Administrators*

Human Resources – Navigating Issues

- Recruiting, Selecting, On-Boarding, Mentoring
- Millennials
- Diversity and Inclusivity
- Supervision
 - Certified Staff – Administrators, Teachers, Specialists
 - Classified Staff
- Compensation
 - Minimum wage, Overtime, Workers Comp, Unemployment,
 - Negotiations, Bonus/Merit Pay, Insurance
 - Wellness
 - Mental Health
 - FMLA – serious illnesses
 - Bereavement
 - Early Retirement
- Cultivating Culture – Grit and Grace
- Helpful Resources

Culture and Productivity

HR Foundation

- Engagement
 - Purpose and inspiration and unity
 - Relationships: Doing meaningful work with people you like and enjoy
 - Daily practice driven by specific goals and metrics by which progress can be measured (OKR-objectives and key results)
- Leadership that Models Respect, Empathy and Curiosity
 - More likely to stay (reduced turnover)
 - More likely to share collaboratively
 - More likely to accept diverse, new ideas
- Knowledge is shared openly and efficiently
 - Technology tools standardized
 - Trust and abundance mindset

Recruiting & Selecting

$\$72K \times 30 \text{ years} =$
 $\$2 \text{ million}$

Recruiting

- Word of Mouth and Partnerships
- Social Media –Examples: @PLCS_HR (Twitter)
- Millennials – Purpose and Connection + Role and Feedback -> Loyal and hardworking
- Diversity and Inclusivity – matching the demographics of student population, Invited to the dance, then asked to dance

Selecting

- Know what you are looking for
 - Integrity, Intelligence and Energy (Warren Buffet)
- credentials, team players, positivity, collaborative and coachable
- Power of a team: Admin + mentor teacher

Kati Settles shared Teacher Life's photo. August 12

I hope you all had a great week! I'm thinking this is good timing for a laugh!


Teacher Life August 10 · 🌐

😂😂😂 Via The Classroom Key

JUST FINISHED AN AMAZING CLASSROOM SETUP

AAAAND THE FIRE MARSHAL COMES THROUGH...

@theclassroomkey




On-Boarding & Mentoring

- New teacher Agenda
- Best Role Model – support. Define role re: what you want them to do with the new teacher

Recognize new teachers & celebrate them as well as their schools

Papillion LaVista HR @PLCS_HR


Proud day in @PLVSchoolDist as we welcome all of these fabulous educators!



8/9/16, 11:01 AM

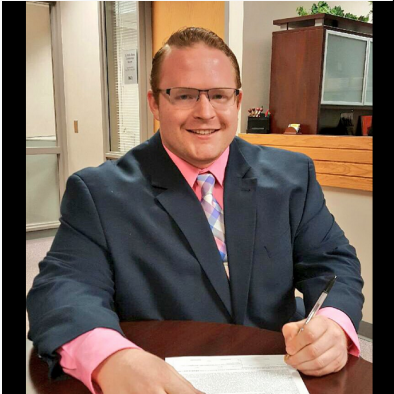
Papillion LaVista HR @PLCS_HR Aug 10

Way cool for school @GStanleyHall! #newteachers #beknownforgreatness



Papillion LaVista HR @PLCS_HR Apr 15

Welcoming back a @PLVSchoolDist alumni Mr. Nathan Wesson will be teaching 5th grade @PatriotElem! #knownforgreatness



Supervision Certified

Nothing saps the energy
of a strong teacher faster
than an administrator who
fails to address the chronic
poor performance of a
colleague.

- Approved by NDE
- Training for supervisors (sign in sheets)
- Access to evaluation procedures (sign off sheet)
- Documentation- Assistance Plans (clear and concise)
 - Deficiencies using evaluation language
 - Objectives and action plan with timeline (six weeks)
 - Read and reflect
 - Watch and reflect
 - Plan that documents modification of adult action with Principal approval
 - Feedback (sustain improved performance)
 - Feedback(sustain improved performance)
 - Assume good intentions
 - Write concisely, Listen, speak softly and with concern
 - No one wants to be a poor performer
 - Signature
- Most important is the conversation. You can change lives (stories)

Supervision of Administrators

- Board of Education is responsible for Superintendent
 - First year of Superintendent – once each semester, annually thereafter
 - Forms and Procedures Approved by NDE
- Training for evaluators of certified staff
 - Board
 - Superintendent
 - Principals
- What are the essential functions of the job
 - What evidence will you accept (look fors)

Supervision - Classified

Honest conversations

Document – many have not been evaluated regularly

Ask staff what they believe they do well, what they want to do to improve, what resources they need to do their job well, and how you can help.

Document – Unemployment, Workers Comp- Occupational Testing for return to work from injury

Compensation -It's about more than money

- Negotiations – Monthly meeting with PLEA leaders, committee work during year, shifts conversation to working conditions rather than always money, cost out all proposals
- October Salary Letters with Salary, Extra Duty, LTD, Life and Health Insurance premiums paid by district, FICA, Retirement so that each person knows what they cost the district rather than simply seeing their take home pay.
- Bonus pay, Signing bonuses, Merit pay (supply/demand)
- Leave: Personal, Sick/FMLA, Bereavement (subs)
 - Sets Culture: Don't make reactive policy for all due to abuse of one (deal with the one)
 - Mental Health Issues
 - Wellness
- Early Retirement (Fiscal Tool and manage turnover of master teachers)

Treat employees well and they will treat students well

Whole Child and Whole Employee

- Wellness
- Mental Health
- FMLA – serious illnesses
- Bereavement
- Early Retirement

Helpful Resources

- School Attorneys (Penny wise and Pound foolish)
- NASPA –Nebraska Association of School Personnel Administrators
- AASPA – American Association of School Personnel Adminsitators
- School districts with dedicated HR folks
- SHRM – Society for Human Resource Management

*Questions
and Contact
Information*

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