

Annual Staffing Protocol

Staffing Process and Protocols -Usually around March/April

- 1) Step 1, Schedule a time with Superintendent and HR Director to discuss initial thoughts on individual staffing in your building.
Date: _____
- 2) Step 2, Come together in staffing admin meeting (All Principals/SPED Director) with Sup and HR discussed general overall staffing decisions
Date: _____
- 3) Step 3, Hold work meeting with the board and relay thoughts on staffing-allow and recognize board input.
Date: _____
- 4) Step 4, Fine-tune staffing decisions based on funding and unforeseen staffing changes (may involve admin, school board, and possible closed meeting conversation)
Date: _____

Guiding Principals in Staff Changes

- Funding availability
- Class size
- Overall student need
- Special need students
- District loss or gain of students
- Reorganization of district structure
- Program additions
- Program loss or change
- New Hires-to meeting content areas of teaching
- Non Renewals-Provisional
- Attrition
- Infrastructure need IT/Facilities

Staffing to keep in mind

- Custodial
- Bus Drivers
- Food Services
- Paraprofessionals
- Teachers
- Admin