INCLUSIVE TEACHER RECRUITMENT AND HIRING INITIATIVE
&
EARLY HIRING FOR YOUR SCHOOL

Agenda (30 minutes)

1. Introductions & Welcome (5)

2. Early Hiring Overview (5)

3. Inclusive Teacher Recruitment and Hiring Initiative (ITRHI) (15)

    A. Hiring Manager Self-Assessment

    B. Nine Month Planning Calendar (December start)

4.Closing Q&A (5)

Welcome!

Thank you for joining us today! We are excited to share with you an overview of Early Hiring, the recommended hiring planning calendar, and the Self-Assessment for the Inclusive Teacher Recruitment and Hiring Initiative (ITRHI) to support you as you prepare for future staffing at your school.

Why is hiring early important?

- The best talent gets hired early. Based on studies of new teacher hiring from 2016-2020, **60% of candidates hired in March-May were rated as highly effective,** while 40% of those hired in July-August were rated equally effective.

- Year over year, 50-55% of all new teacher hiring happens AFTER July 15. We want to shift that timeline earlier.

- Starting the candidate engagement process early gives schools access to the best candidates and frees up capacity for curriculum development and onboarding those new teachers through the summer.

- Schools are prepared to "hit the ground running" when budgets are released.

- Schools that start early have fewer vacancies by the first day of school, hire better quality teachers that are more likely to be retained and a better fit for their school
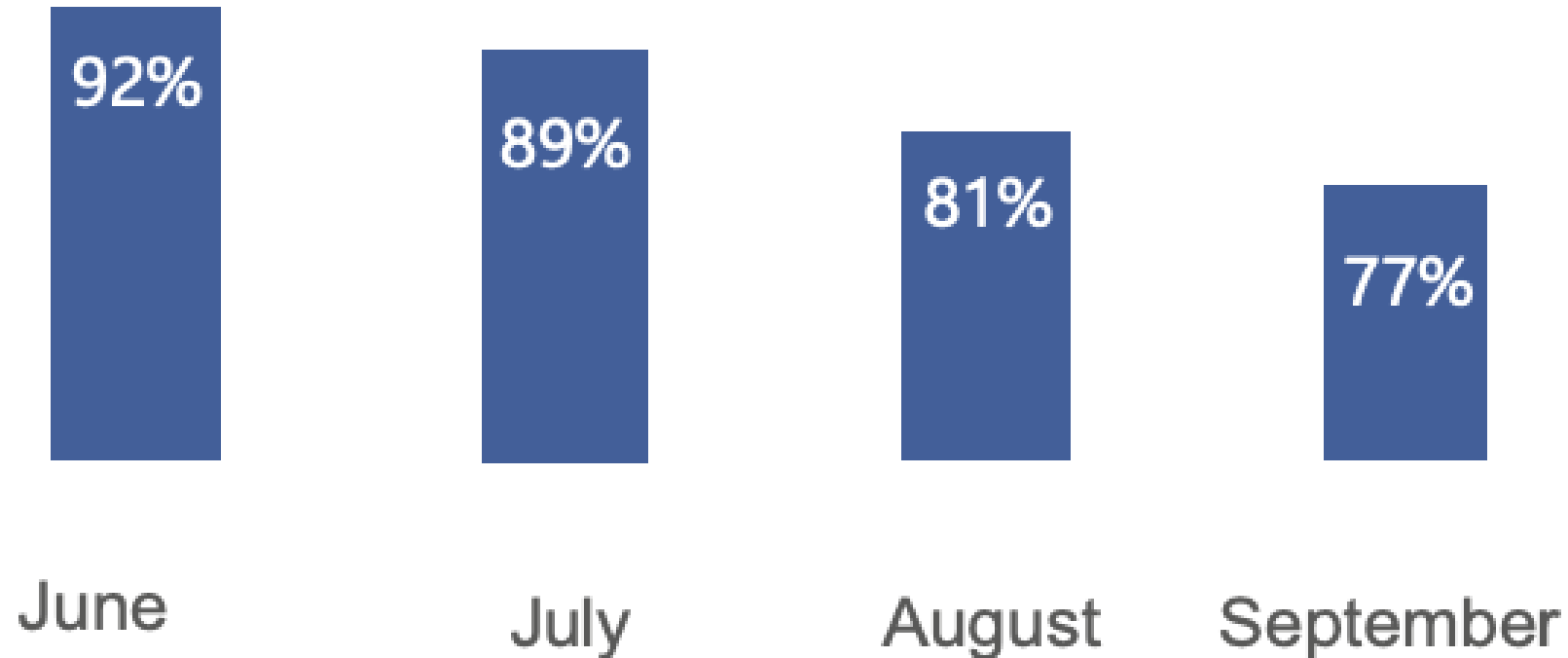
General Recommendations

- Identify your potential vacancies early by sending out intent surveys to current teachers asking their plans for the upcoming school year.

- Conduct follow-up stay conversations with teachers to retain high performers or push for early notification of separation.

- Once a vacancy is identified, hire quickly to capitalize on when the candidate pool is strongest.

- You can post in the New Teacher Finder at any time! Posts are not tied to budget.

- Take advantage of TRQ supports – attend virtual and in-person events, review resources on H.I.R.E. Connections, take advantage of Early Commitment and Peer Recruiters if your school is eligible, use the guidelines in the Inclusive Teacher Recruitment and Hiring Toolkit.

INCLUSIVE TEACHER RECRUITMENT AND HIRING INITIATIVE

- The Hiring Manager Self-Assessment will enable you and your hiring committee or leadership team assess your school's hiring practices as well as the larger school culture to identify next steps to support inclusivity in hiring
- The 9-month hiring timeline will help you to start the planning now for your future hiring needs and support you in developing inclusive and sustainable practices for staffing at your school.

Positive Impact for All:

While 85% of NYC students
are Asian, Black or Latinx, only 42% of teachers are educators of color.

Students who are taught by teachers who look like them are less likely to drop out of high school, more likely to aspire to college, and more likely to graduate on track. **Culturally similar teachers were almost twice as likely to hold high expectations for their students.** It was found that higher expectations resulted in 4.6 months more academic progress for students than those who were not held to high expectations.

Students of all races report positive perceptions of educators of color. Students of color reported being more motivated by teachers of color, while white students felt academically challenged and cared for (Learning Policy Institute, 2018).

Quick Room Survey – Answer in the chat

1. Do you have a Hiring Committee at your school?

2. How many people are on your Hiring Committee?

Inclusive Teacher Recruitment and Hiring Self-Assessment

Inclusive Teacher Recruitment & Hiring Self-Assessment

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Why would I use this? The Inclusive Teacher Recruitment & Hiring Self-Assessment will help you reflect on your current readiness to engage in inclusive hiring and identify current practices, beliefs, and mindsets that might be holding you back.

When should it be used? This is a useful starting point to help you to identify areas for support and shifts in your current process. As you continue to grow, it can also be revisited to reflect on your progress.

Who is involved? This tool can be used as a diagnostic by a single leader, or as a tool for conversation by the hiring committee as a whole.

Inclusive Teacher Recruitment and Hiring Self-Assessment

Stage	Assessment Prompts	Ways to Gather Evidence and Reflect	Rating			
			1	2	3	4
Understanding Hiring Practices and School Context	The teachers and administrators at our school reflect the diversity (i.e., race, culture/ethnicity, gender identity, disability, sexual orientation, etc.) of the students we serve.	Review demographic data of students at the NYC DOE Demographic Snapshot. Engage with the Center for Black Educators School Culture Snapshot Tool.				
	Teachers are as likely to remain at our school regardless of differences in identity (i.e., race, culture/ethnicity, gender identity, disability, sexual orientation, etc.).	Review teacher retention data and, if possible, exit interview notes of previous teachers of color who have left your school.				
	Hiring committee members are knowledgeable about historical racism against people of color, as well as present conditions that result in inequities to this day.	Provide training and readings to staff as a framework for discussing the historical realities of public education.				
	Hiring committee members are aware of how cultural perspective influences their judgment of 'appropriate,' 'normal,' and 'superior' behaviors, values, and communication styles.	Audit/assess current practices and surveys from teaching staff. Consult Unconscious Bias & Hiring guidance sheet.				
	Hiring committee members are committed to lifelong learning in order to be more culturally proficient educators.	Review and audit current systems of professional development to determine if culturally proficient education is specifically addressed.				

Similar to the principal evaluations, the scale is:

4= well-developed

3= proficient

2= developing

1= not yet developed

Score: _____ out of 20

Inclusive Teacher Recruitment and Hiring Self-Assessment

Reflecting on Your Results:

As you review your results, take note of areas that you may want to focus on for improvement. You can return to this self-assessment with your hiring committee in order to gain additional perspective on your current practices. You can also use it each year as a norming tool for your hiring process. On the next page you will brainstorm ideas for possible next steps.

Taking Action:

Use the Action Planning Template below to create short term goals to address areas of growth.

1. Review which stages of the assessment received the lowest ratings.

2. Identify one or two questions within that section that received the lowest ratings.

3. Utilize the template below to create action steps to improve the areas identified in step two.

4. Visit H.I.R.E. Connections to access the suite of Inclusive Teacher Recruitment and Hiring Initiative resources to support your action steps. There you can also contact us for additional support.

Area for Growth	What is one immediate step you can take to improve within this area?	Think about questions you have taking this step. What additional resources or support do you need to do it?	How will you know if this step has been successful? What can you collect or measure to let you know you are on the right track?

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Complete the ITRHI Self-Assessment

Identify Focus Areas for your SY22-23 hiring cycle

Leverage ITRHI Toolkit 9 month Planning Calendar (pgs. 18-19)

Within the Toolkit, there are Google Templates to use:

Jessica's Timeline 2: If I can start my hiring process by December...(9-month process)

Timeline 2: If I can start my hiring process by December...(9-month process)

	December
Assemble Hiring Committee and Begin Planning	☐ Collect preference sheets and canvas staff to assess possible vacancies ☐ Review timelines and modify to fit your needs, plotting rough dates for: • Posting job description • Resume collection • Holding interview(s) • Hosting school visits • Onboarding ☐ Share opportunity to participate in hiring with staff, parents/caregivers, and students • Actively recruit underrepresented community members • Include an estimate of time per week for committee work
	January
Meet as a Team and Examine Current Practices	☐ Hold first hiring committee meeting and create a shared vision ☐ Take Inclusive Teacher Recruitment & Hiring Self-assessment as committee to collaboratively reflect on your school environment ☐ Brainstorm professional development needs

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Within the Toolkit, there are Google Templates to use:

Google Docs

Copy document

Would you like to make a copy of **Timeline 2: If I can start my hiring process by December...(9-month process)**?

Make a copy

9 Month Planning Calendar

	December

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	☐ Review timelines and modify to fit your needs, plotting rough dates for:
	   • Posting job description
	   • Resume collection
	   • Holding interview(s)
	   • Hosting school visits
	   • Onboarding
	☐ Share opportunity to participate in hiring with staff, parents/caregivers, and students
	   • Actively recruit underrepresented community members
	   • Include an estimate of time per week for committee work

	January
Meet as a Team and Examine Current Practices	☐ Hold first hiring committee meeting and create a shared vision ☐ Take Inclusive Teacher Recruitment & Hiring Self-assessment as committee to collaboratively reflect on your school environment ☐ Brainstorm professional development needs ☐ Clarify roles and responsibility, including a process for decision-making ☐ Assign professional development, both differentiated and as a whole team
	February
Review Job Description and Develop Criteria for Evaluation	☐ Identify criteria for role(s) being hired ☐ Create scoring guideline and write interview questions based on criteria ☐ Determine materials being collected and interview process • Typically cover letter, resume, references, and an interview are required, also plan for additional elements such as demo lessons ☐ Revise Job Description to highlight "must have" criteria named above

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Inclusive Teacher Recruitment and Hiring Resources

Quick Reads

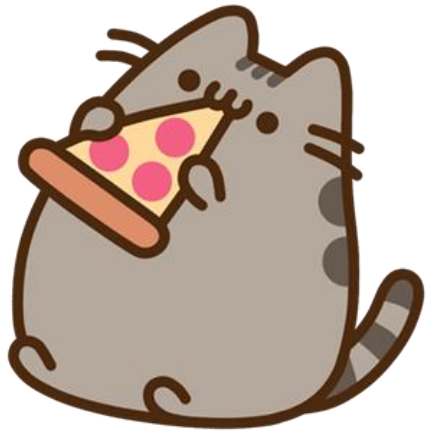Hiring Manager Self-Assessment

Inclusive Teacher Hiring Toolkit

Structured Interviewing Guide

Self-Paced Module

Onboarding

HR Roadmap

Other Opportunities for ITRHI support and planning

Resource Access and Contact Information

- Thank you again for your time to discuss this important work.

- Resources are accessible via <u>H.I.R.E. Connections.</u>

- Reach out to <u>support@nycdoetrq.zendesk.com</u> for support or click on the CONTACT US button on H.I.R.E.