



NORTH SLOPE BOROUGH SCHOOL DISTRICT

MEMORANDUM

TO: Roxanne Brower, President
Members of the School Board

THROUGH: Stewart McDonald, Superintendent 

THROUGH: Robyn Burke, Director of Human Resources 

DATE: March 1, 2019

SUBJECT: Recruitment Plan

MEMO#: SB19-134
Information Item

NSBSD Strategic Plan Goal: We will continually strengthen the recruitment, retention and professional development of highly effective staff.

NSBSD Strategic Plan Goal 3: Improve the hiring and on-boarding process for all employees by incorporating elements from the human resources audit.

Background:

Board Policy 4111 Recruitment and Selection (Certificated Personnel) states:

The District shall employ the most highly qualified person available for each open position. The Superintendent or Designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified teachers for all classrooms, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking
2. Development of job descriptions that accurately portray the position, including requirements that a teacher be highly qualified in accordance with federal and state laws.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary;
4. Screening procedures that will identify the best possible candidate for interviews;
5. Interview procedures will determine the best qualified candidate for recommendation to the Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers, background and reference checks, and any requirement of applicable collective bargaining agreements.

Teacher Retention Rate:

Measure	SY15	SY16	SY17	SY18
Retention Rate	73%	73%	71%	75%

Status of Hiring as of February 28, 2019 by site:

Site: Alak School, Wainwright			
# of FTE's in FY19:	18		
# of FTE's in FY20:	17*		
Total Vacancies:	6		
Previously vacant / mid-year resignation:	5	Filled	1
End of year resignations / declined:	1	Eliminated:	1
Contract not offered / not yet offered:	0	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	4		

Notes:

* FTE Correction: CTE / Regular Instruction

Site: Nunamiut School, Anaktuvuk Pass			
# of FTE's in FY19:	14		
# of FTE's in FY20:	13***		
Total Vacancies:	0 (2)		
Previously vacant / mid-year resignation:	1 (1)*	Filled	0
End of year resignations / declined:	0	Eliminated:	1
Contract not offered / not yet offered:	0	LOI's	0
New position:	0	Transfer In	0
Transfer out:	(1)**		
Total remaining to fill:	0		

Notes:

* FTE currently filled by hourly employee

** Transfer our request received in HR and pending

*** Currently overbudgeted 1.0 Regular Instruction FTE, never filled

Site: Meade River School, Atqasuk			
# of FTE's in FY19:	12		
# of FTE's in FY20:	12		
Total Vacancies:	7 (1)		
Previously vacant / mid-year resignation:	3	Filled	2
End of year resignations / declined:	0	Eliminated:	0
Contract not offered / not yet offered:	4	LOI's	0
New position:	0	Transfer In	0
Transfer out:	(1) *		
Total remaining to fill:	5 (1)		

Notes:

* Transfer out request received in HR and pending

Site: Barrow High School, Utqiagvik			
# of FTE's in FY19:	24		
# of FTE's in FY20:	24		
Total Vacancies:	5		
Previously vacant / mid-year resignation:	2	Filled	0
End of year resignations / declined:	2	Eliminated:	0
Contract not offered / not yet offered:	1	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	5		

Notes:

Site: Hopson Middle School, Utqiagvik			
# of FTE's in FY19:	22		
# of FTE's in FY20:	22		
Total Vacancies:	3		
Previously vacant / mid-year resignation:	2	Filled	0
End of year resignations / declined:	1	Eliminated:	0
Contract not offered / not yet offered:	0	LOI's	0
New position:	0	Transfer In	(1)*
Transfer out:	0		
Total remaining to fill:	3 (-1)*		

Notes:

* Possible involuntary transfer pending (within community)

Site: Ipalook Elementary School, Utqiagvik			
# of FTE's in FY19:	44		
# of FTE's in FY20:	44		
Total Vacancies:	4 (1)		
Previously vacant / mid-year resignation:	0	Filled	0
End of year resignations / declined:	4	Eliminated:	0
Contract not offered / not yet offered:	0	LOI's	0
New position:	0	Transfer In	(2)**
Transfer out:	(1)*		
Total remaining to fill:	3 (-2)		

Notes:

* Possible involuntary transfer pending (within community)

** Transfer in requests received in HR and pending

Site: Harold Kaveolook School, Kaktovik			
# of FTE's in FY19:	10		
# of FTE's in FY20:	10		
Total Vacancies:	2		
Previously vacant / mid-year resignation:	2	Filled	2
End of year resignations / declined:	0	Eliminated:	0
Contract not offered / not yet offered:	0	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	0		

Notes:

Site: Kiita Learning Community, Utqiagvik			
# of FTE's in FY19:	5.5		
# of FTE's in FY20:	5.5		
Total Vacancies:	2		
Previously vacant / mid-year resignation:	1	Filled	0
End of year resignations / declined:	1	Eliminated:	0
Contract not offered / not yet offered:	0	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	2		

Notes:

Site: Nuiqsut Trapper School, Nuiqsut			
# of FTE's in FY19:	17		
# of FTE's in FY20:	17		
Total Vacancies:	4		
Previously vacant / mid-year resignation:	1	Filled	0
End of year resignations / declined:	1	Eliminated:	0
Contract not offered / not yet offered:	2	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	4		

Notes

Site: Tikigaq School, Point Hope			
# of FTE's in FY19:	24		
# of FTE's in FY20:	24		
Total Vacancies:	6		
Previously vacant / mid-year resignation:	3	Filled	0
End of year resignations / declined:	1	Eliminated:	0
Contract not offered / not yet offered:	2	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	6		

Notes:

Site: Kali School, Point Lay			
# of FTE's in FY19:	13		
# of FTE's in FY20:	13		
Total Vacancies:	1		
Previously vacant / mid-year resignation:	1	Filled	0
End of year resignations / declined:	0	Eliminated:	0
Contract not offered / not yet offered:	1	LOI's	0
New position:	0	Transfer In	0
Transfer out:	0		
Total remaining to fill:	2		

Notes:

Site: NSBSD Totals			
# of FTE's in FY19:	202.5		
# of FTE's in FY20:	200.5		
Total Vacancies:	40 (4)		
Previously vacant / mid-year resignation:	19 (1)	Filled	5
End of year resignations / declined:	11	Eliminated:	1
Contract not offered / not yet offered:	10	LOI's	0
New position:	0	Transfer In	(3)
Transfer out:	(3)		
Total remaining to fill:	34 (1) (-3)		

Notes:

Job Fairs:

Criteria when selecting job fairs: Past hires, economic climate, weather acclimation, Indigenous background

Upcoming Job Fairs:

March 14-16, 2019	Anchorage ATP Job Fair	Anchorage, AK
March 27, 2019	Pittsburgh Education Recruitment Consortium	Monroeville, PA
April 1, 2019	Penn State, Education Career Day	State College, PA
April 1, 2019	Western Oregon University, Education Fair	Monmouth, OR
April 2, 2019	Oregon Professional Educator Fair	Portland, OR
April 3, 2019	ATP - Oregon Teacher Job Fair	Portland, OR
April 8, 2019	Michigan State University Teacher Recruitment Fair	Lansing, MI
April 9, 2019	Western Michigan University Education Career Fair	Mt. Pleasant, MI
April 10, 2019	Minneapolis Education Job Fair	Minneapolis, MN
April 11, 2019	ATP - Minnesota Teacher Job Fair	Minneapolis, MN