



NORTH SLOPE BOROUGH SCHOOL DISTRICT

M E M O R A N D U M

TO: Nancy Rock, President
Members of the School Board

THROUGH: Richard Carlson, Interim Superintendent

FROM: David Camp, Director of Human Resources

DATE: December 3, 2021

SUBJECT: Recruitment Plan

DocuSigned by:

Richard Carlson

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DocuSigned by:

David Camp

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Memo No. SB22-106
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 law;
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	SY16	SY17	SY18	SY19	SY20
Retention Rate	73%	71%	75%	73%	73%

Status of Hiring as of December 3, 2021 by site:

Site: Alak School, Wainwright			
# of FTE's in FY21:	19		
# of FTE's in FY22:	19		
Total Vacancies:	1 - Teacher		
Previously vacant / mid-year resignation:	2	Filled Teachers	1
End of year resignations / declined:	0	Filled Administrator	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	1
Transfer out:	0	Transfer In	0
Total remaining to fill:	1 - Teacher		

Site: Nunamiut School, Anaktuvuk Pass			
# of FTE's in FY21:	14		
# of FTE's in FY22:	14		
Total Vacancies:	1 – Counselor		
Previously vacant / mid-year resignation:	1	Filled Teachers	0
End of year resignations / declined:	0	Filled Administrator	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	1 - Counselor		

Site: Meade River School, Atkasuk			
# of FTE's in FY20:	12		
# of FTE's in FY21:	12		
Total Vacancies:	1 – Counselor		
Previously vacant / mid-year resignation:	3	Filled Teachers	1
End of year resignations / declined:	0	Filled Administrators	1
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	2
Transfer out:	0	Transfer In	0
Total remaining to fill:	1 – Counselor		

Site: Barrow High School, Utqiagvik			
# of FTE's in FY21:	23.5		
# of FTE's in FY22:	23.5		
Total Vacancies:	2.5		
Previously vacant / mid-year resignation:	2.5	Filled Teachers	N/A
End of year resignations / declined:	0	Filled Administrators	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	2.5 - Teachers		

Notes: 1 position is split BHS/KLC and 3 positions are split BHS/HMS

Site: Hopson Middle School, Utqiagvik			
# of FTE's in FY21:	23.5		
# of FTE's in FY22:	23.5		
Total Vacancies:	.5		
Previously vacant / mid-year resignation:	.5	Filled Teachers	N/A
End of year resignations / declined:	0	Filled Administrators	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	.5		

Notes: 3 positions are split HMS/BHS

Site: Ipalook Elementary School, Utqiagvik			
# of FTE's in FY21:	45		
# of FTE's in FY22:	45		
Total Vacancies:	3 - Teachers		
Previously vacant / mid-year resignation:	3	Filled Teachers	0
End of year resignations / declined:	0	Filled Administrators	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	3 - Teachers		

Site: Harold Kaveolook School, Kaktovik			
# of FTE's in FY20:	10		
# of FTE's in FY21:	10		
Total Vacancies:	0		
Previously vacant / mid-year resignation:	0	Filled Teachers	N/A
End of year resignations / declined:	0	Filled Administrators	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	0		

Site: Kiita Learning Community, Utqiagvik			
# of FTE's in FY20:	5.5*		
# of FTE's in FY21:	5.5		
Total Vacancies:	0		
Previously vacant / mid-year resignation:	0	Filled Teacher	N/A
End of year resignations / declined:	0	Filled Administrator	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	0		

Notes: 1 position is split KLC/BHS

Site: Nuiqsut Trapper School			
# of FTE's in FY21:	18		
# of FTE's in FY22:	18		
Total Vacancies:	1 - Counselor		
Previously vacant / mid-year resignation:	2	Filled Teachers	0
End of year resignations / declined:	0	Filled Administrator	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	1
Transfer out:	0	Transfer In	0
Total remaining to fill:	1 - Counselor		

Site: Tikigaq School, Point Hope			
# of FTE's in FY21:	24		
# of FTE's in FY22:	24		
Total Vacancies:	2 - Teacher		
Previously vacant / mid-year resignation:	2	Filled Teacher	0
End of year resignations / declined:	0	Filled Administrator	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	2 – Teacher		

Site: Kali School, Point Lay			
# of FTE's in FY20:	13		
# of FTE's in FY21:	13		
Total Vacancies:	2 – Teachers / 1 - Counselor		
Previously vacant / mid-year resignation:	2	Filled	0
End of year resignations / declined:	0	Filled Administrator	N/A
Contract not offered / not yet offered:	0	Eliminated:	0
New position:	0	LOI's	0
Transfer out:	0	Transfer In	0
Total remaining to fill:	2 – Teachers / 1 - Counselor		

Site: NSBSD Totals	
# of FTE's in FY21:	224
# of FTE's in FY22:	224
Total Vacancies:	15

Job Fairs: