



## 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 DS  
RC

**FROM:** David Camp, Director of Human Resources DS  
DC

**DATE:** February 23, 2022

**SUBJECT: Recruitment Plan**

**Memo No. SB22-148  
Information Item**

#### **NSBSD Strategic Plan Goal:**

3.0 Staff Success: Strengthen the recruitment and retention of highly effective staff and inspire more Iñupiaq teachers and administrators.

3.1 Hiring & Recruiting: Improve the hiring and on-boarding process for all employees.

#### **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
<b>Retention Rate</b>	<b>73%</b>	<b>71%</b>	<b>75%</b>	<b>73%</b>	<b>73%</b>

**Status of Hiring as of February 23, 2022 by site:**

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

<b>Site: Nunamiut School, Anaktuvuk Pass</b>			
<b># of FTE's in FY21:</b>	14		
<b># of FTE's in FY22:</b>	14		
<b>Total Vacancies:</b>	1 – Counselor		
<b>Previously vacant / mid-year resignation:</b>	3	<b>Filled Teachers</b>	1
<b>End of year resignations / declined:</b>	0	<b>Filled Administrator</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	<b>1 – Counselor</b>		

<b>Site: Meade River School, Atqasuk</b>			
<b># of FTE's in FY20:</b>	12		
<b># of FTE's in FY21:</b>	12		
<b>Total Vacancies:</b>	1 – Counselor 4 Teachers		
<b>Previously vacant / mid-year resignation:</b>	4	<b>Filled Teachers</b>	1
<b>End of year resignations / declined:</b>	2	<b>Filled Administrators</b>	1
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	2
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	<b>1 – Counselor 4 - Teachers</b>		

<b>Site: Barrow High School, Utqiagvik</b>			
<b># of FTE's in FY21:</b>	23.5		
<b># of FTE's in FY22:</b>	23.5		
<b>Total Vacancies:</b>	6.5 - Teachers / 1 - Administrator		
<b>Previously vacant / mid-year resignation:</b>	5.5	<b>Filled Teachers</b>	1
<b>End of year resignations / declined:</b>	1	<b>Filled Administrators</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	<b>6.5 – Teachers / 1 Administrator</b>		

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

<b>Site:</b> Hopson Middle School, Utqiagvik			
<b># of FTE's in FY21:</b>	23.5		
<b># of FTE's in FY22:</b>	23.5		
<b>Total Vacancies:</b>	3.5 - Teachers		
<b>Previously vacant / mid-year resignation:</b>	.5	<b>Filled Teachers</b>	N/A
<b>End of year resignations / declined:</b>	3	<b>Filled Administrators</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	<b>3.5 - Teachers</b>		

Notes: 3 positions are split HMS/BHS

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

<b>Site:</b> Harold Kaveolook School, Kaktovik			
<b># of FTE's in FY20:</b>	10		
<b># of FTE's in FY21:</b>	10		
<b>Total Vacancies:</b>	2 - Teachers		
<b>Previously vacant / mid-year resignation:</b>	0	<b>Filled Teachers</b>	N/A
<b>End of year resignations / declined:</b>	2	<b>Filled Administrators</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	<b>2 - Teachers</b>		

<b>Site:</b> Kiita Learning Community, Utqiagvik			
<b># of FTE's in FY20:</b>	5.5*		
<b># of FTE's in FY21:</b>	5.5		
<b>Total Vacancies:</b>	1 Teacher		
<b>Previously vacant / mid-year resignation:</b>	1	<b>Filled Teacher</b>	N/A
<b>End of year resignations / declined:</b>	0	<b>Filled Administrator</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	<b>1 Teacher</b>		

Notes: 1 position is split KLC/BHS

<b>Site: Nuiqsut Trapper School</b>			
<b># of FTE's in FY21:</b>	18		
<b># of FTE's in FY22:</b>	18		
<b>Total Vacancies:</b>	1 – Counselor / 3 – Teachers / 1 - Administrator		
<b>Previously vacant / mid-year resignation:</b>	2	<b>Filled Teachers</b>	1
<b>End of year resignations / declined:</b>	0	<b>Filled Administrator</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	1
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	1 – Counselor 3 - Teachers 1 Administrator		

<b>Site: Tikigaq School, Point Hope</b>			
<b># of FTE's in FY21:</b>	24		
<b># of FTE's in FY22:</b>	24		
<b>Total Vacancies:</b>	4 - Teachers		
<b>Previously vacant / mid-year resignation:</b>	3	<b>Filled Teacher</b>	0
<b>End of year resignations / declined:</b>	0	<b>Filled Administrator</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	4 – Teachers		

<b>Site: Kali School, Point Lay</b>			
<b># of FTE's in FY20:</b>	13		
<b># of FTE's in FY21:</b>	13		
<b>Total Vacancies:</b>	3 – Teachers / 1 - Counselor		
<b>Previously vacant / mid-year resignation:</b>	2	<b>Filled</b>	0
<b>End of year resignations / declined:</b>	0	<b>Filled Administrator</b>	N/A
<b>Contract not offered / not yet offered:</b>	0	<b>Eliminated:</b>	0
<b>New position:</b>	0	<b>LOI's</b>	0
<b>Transfer out:</b>	0	<b>Transfer In</b>	0
<b>Total remaining to fill:</b>	3 – Teachers / 1 - Counselor		

<b>Site: NSBSD Totals</b>	
<b># of FTE's in FY21:</b>	224
<b># of FTE's in FY22:</b>	224
<b>Total Vacancies:</b>	36

### Job Fairs:

The HR Department has registered with 5 virtual job fairs and 4 in person job fairs. Handshake is being utilized to contact potential new Teachers.