

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 14, 2006

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON SCOPE AND SCALE OF HIRING PROCESS**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

RESOURCE PERSON(S): Dr. Donald Peccia, Assistant Superintendent of Human Resources and Government Relations
Dr. Alpheus Arrington, Director of Human Resources

INFORMATION

The Board of Education will be updated on the Scope and Scale of the Hiring Process.

Attachment I – Executive Summary
Attachment II – PowerPoint™ presentation

Department of Human Resources Scope and Scale of Hiring Process

Executive Summary

This report focuses on the Scope and Scale of the Hiring Process. Currently, there are 17,050 employees in the Baltimore County School System. Of this number, 8,828 are teachers. In addition, there are 601 other certificated employees and 7,621 support staff. The Office of Personnel in the Department of Human Resources is responsible for recruiting and hiring “highly qualified” teachers and support personnel which are critical to achieving Baltimore County Public Schools goals as outlined in the *Blueprint for Progress*.

The Maryland State Department of Education (MSDE) current staffing report for 2005-2006 identifies the following subjects as critical shortage: Special Education, Mathematics, Sciences, Early Childhood Education, Spanish, ESOL, Health and English. In addition to the critical shortage areas, MSDE has projected teacher vacancies to far exceed the number of teachers graduating from Maryland’s colleges and universities. These statistics related to the number of vacancies compared to the number of teachers graduating from colleges and universities in Maryland present an ongoing challenge to the Department of Human Resources to recruit, hire and retain exceptional qualified employees for the Baltimore County School System and meet the requirements of the *No Child Left Behind Act (NCLB)*.

The following personnel officers are responsible for recruiting and hiring highly qualified teachers, administrators and support staff for BCPS:

1. Cynthia Hamlet, Personnel Officer, Support Services
2. Joyce Reier, Personnel Officer, Special Education and Liaison to Central Area
3. Herman James, Personnel Officer, Elementary and Science Teachers and Liaison to Northwest Area
4. Angelia Nicholas, Personnel Officer, Elementary, Reading Specialist and Liaison to Southwest Area.
5. Dr. Raymond Banks, Personnel Officer for Social Studies, Physical Education, Health, Art and Liaison to Northeast Area
6. Dr. Wilbert Hawkins, Personnel Officer, Mathematics, Music, Business Education, Technology Education and Liaison to Southeast Area.
7. Ken Kuyawa, Personnel Officer, Certification.

Summary

The Department of Human Resources is committed to recruiting and hiring “highly qualified” teachers and support staff for all schools. Personnel Officers and support staff participate in a number of ongoing activities that are vital to recruiting and maintaining a highly competent work force. The 2005-2006 Staffing Plan is guided by the requirements of the No Child Left Behind Act of 2001 and the *Blueprint for Progress*.



BALTIMORE COUNTY PUBLIC SCHOOLS

SCOPE AND SCALE OF THE HIRING PROCESS

2005 - 2006

Dr. Donald A. Peccia

**Assistant Superintendent, Human Resources
and Governmental Relations**

Dr. Alpheus Arrington, Jr.

Director of Personnel



OVERVIEW


- Mission Statement
- BCPS Employees
- Challenges
- Meeting the Challenge
 - ⌚ Personnel Officers
 - ⌚ Activities
- Summary



Department of Human Resources

Mission Statement

The mission of the Department of Human Resources is to assist in providing the highest quality educational program for all children by hiring and retaining exceptional employees; by providing a broad spectrum of support services for prospective, current, and former employees; and by promoting invitational relationships with our many communities.



Current BCPS Employees 2005-2006

Total Employees	17,050
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Teachers	8,828
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Other Certificated Employees	601
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Support Staff	7,621
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Newly Hired 2005 – 2006

Certificated	1,148
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Support Staff	526
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Scope and Scale of the Hiring Process

Recruiting, hiring, and retaining highly qualified teachers, administrators and support staff is critical to achieving Baltimore County Public Schools' goals as outlined in the *Blueprint for Progress*.



Scope and Sequence of the Hiring Process

The Challenges



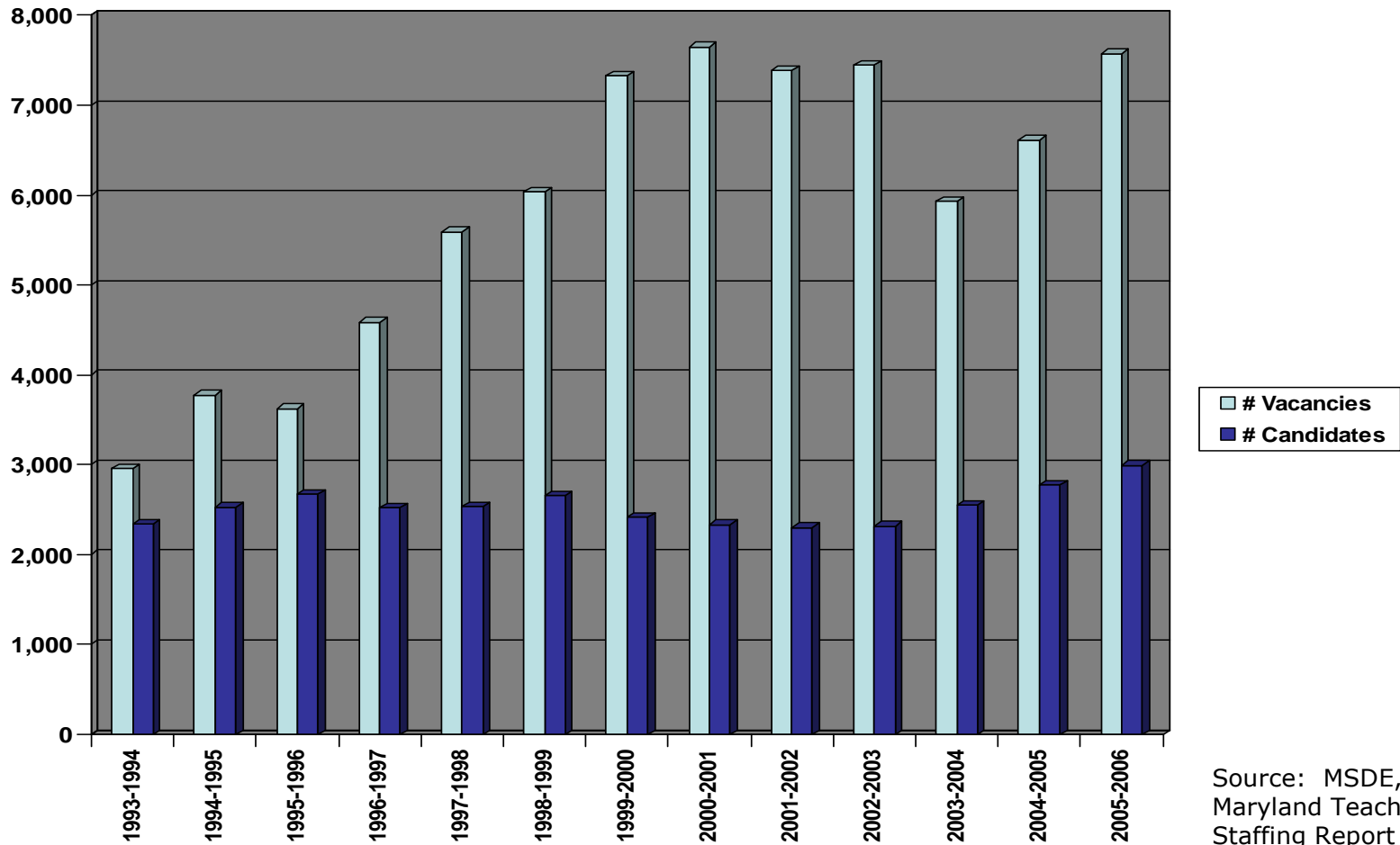
MSDE Projects

Critical Shortage Areas to be:

- **Special Education**
- **Mathematics**
- **Science**
- **Early Childhood**
- **Spanish**
- **ESOL**
- **Health**
- **English**

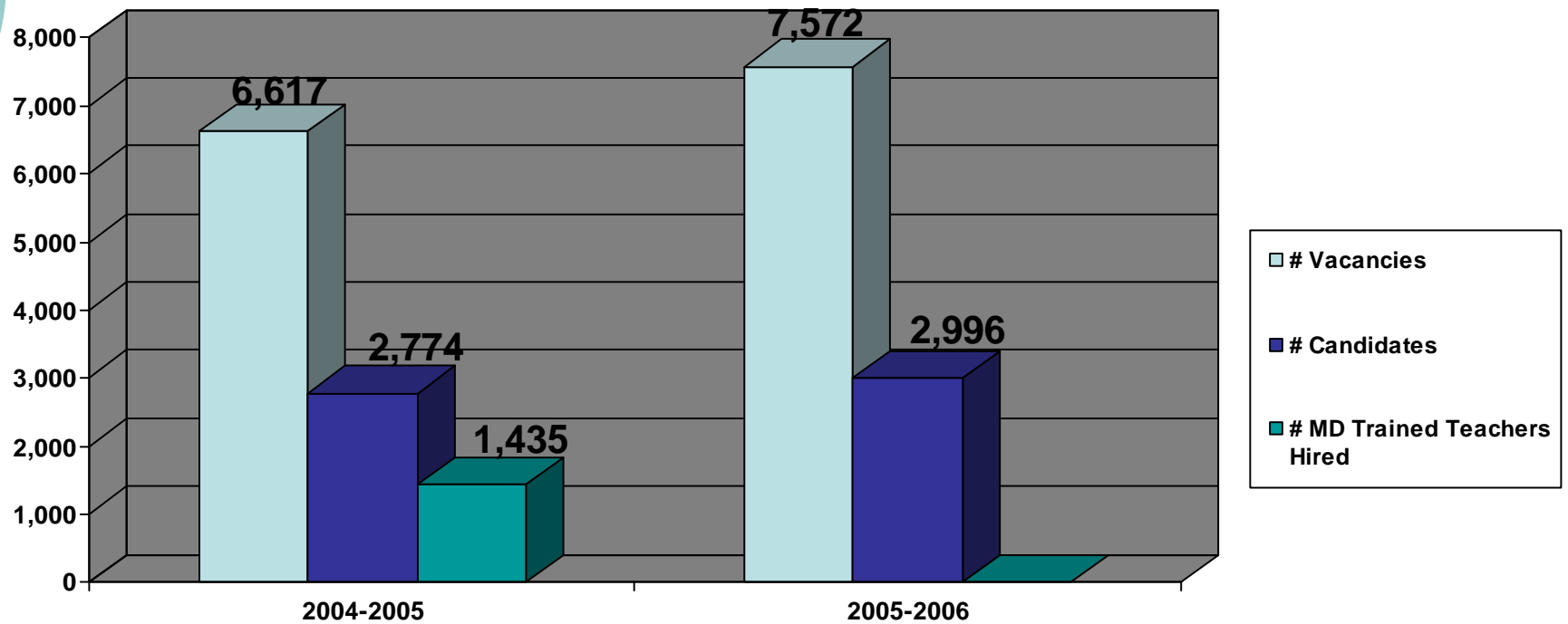
Source: MSDE Maryland
Teacher Staffing Report
2005-2007

MSDE PROJECTIONS: VACANCIES VS. MD TRAINED TEACHERS



Source: MSDE,
Maryland Teacher
Staffing Report
2005-2007

MSDE PROJECTIONS: VACANCIES VS. MD TRAINED TEACHER



Source: MSDE,
Maryland Teacher Staffing
Report 2005-2007

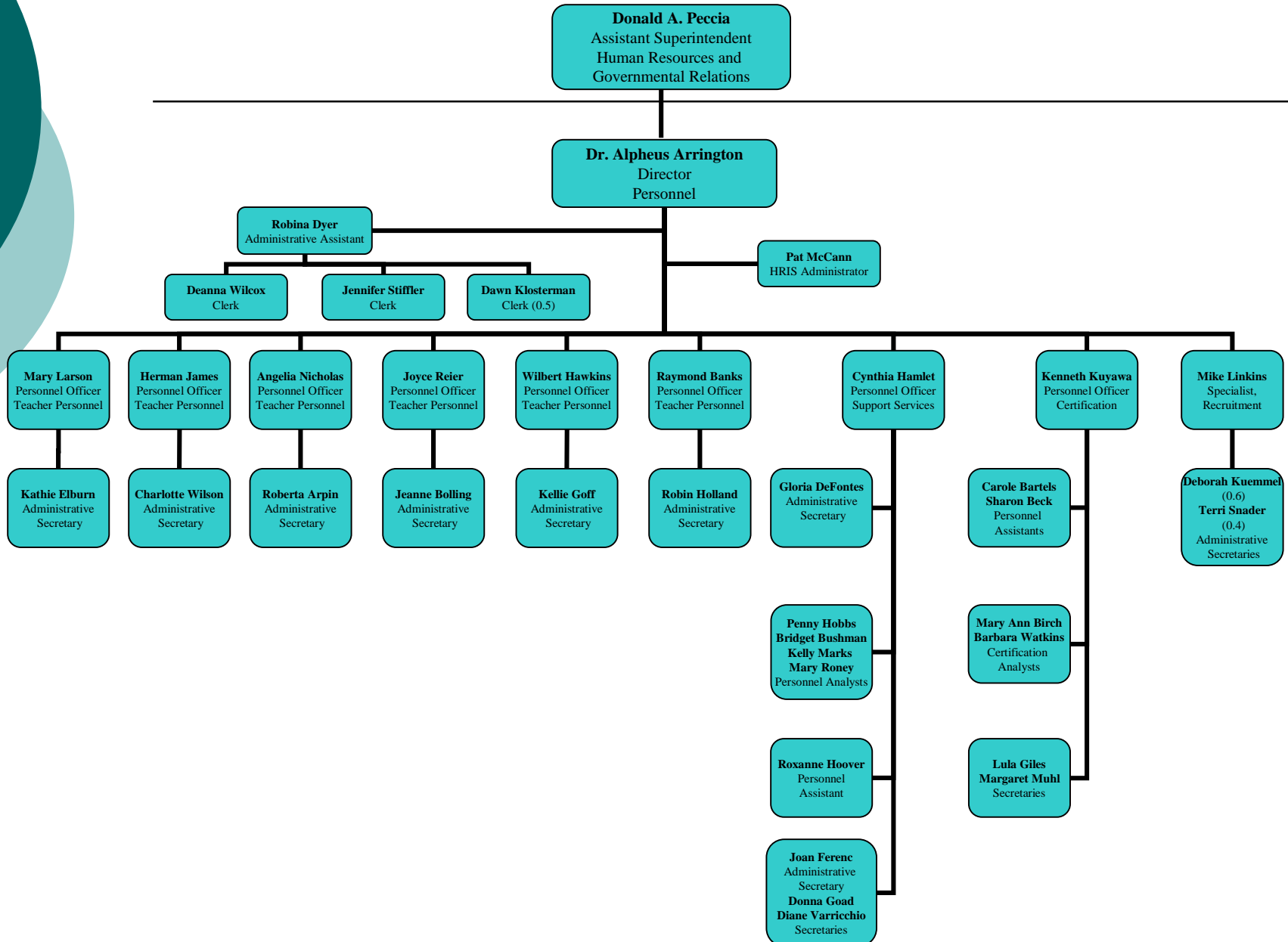


Local Demand for New Teachers

❁ Prince George's County	1,281
❁ Montgomery County	970
❁ Baltimore County	889
❁ Anne Arundel County	727
❁ Baltimore City	449
❁ Howard County	325
❁ Harford County	233
❁ Carroll County	205

Source: MSDE
Maryland Teacher Staffing
Report 2005-2007

Department of Human Resources/Personnel





Personnel Officer – Support Services

Cynthia Hamlet

- Classified (clerical, paraeducators, transportation, food and nutrition services, facilities, and trades)
- Professional Support
- Recruits contractual and support staff
- Weekly community recruitment sessions
- Administration of payroll, transfers, promotions, leaves, separations and educational reimbursements



Personnel Officer

Joyce Reier

- Special Education K-12
- Occupational Therapists
- Physical Therapists
- Hearing Impaired
- Speech Language Pathologists

Personnel's Liaison to the Central Area



Personnel Officer

Herman James

- Elementary Teachers
Northwest and Southeast Areas
- Science Teachers

Personnel's Liaison to the Northwest Area



Personnel Officer

Angelia Nicholas

- Elementary Teachers
- Reading Teachers
- Reading Specialists

Personnel's Liaison to the Southwest Area



Personnel Officer

Dr. Raymond Banks

- Social Studies Teachers
- Guidance Counselors
- Physical Education
- Health/Dance
- Art
- Family Studies

Personnel's Liaison to the Northeast Area



Personnel Officer

Mary Larson

- English Teachers
- World Languages
- Social Workers
- Psychologists
- Pupil Personnel Workers
- Cooperative Education
- Nurses

Recruitment Coordinator



Personnel Officer

Dr. Wilbert Hawkins

- Mathematics
- Music
- Business Education
- Technology Education
- Library Media
- ROTC

Personnel's Liaison to the Southeast Area



Personnel Officer – Certification

Kenneth Kuyawa

- Certification Renewals – 1500 each year
Initial Certificate Requests (New Hires) – 900+
- School Visits 2005-2006
32 Schools with 781 individual teacher conferences
- Individual teacher appointments in the office - 260
Recording of teacher college and in-service course completions – over 3,500 each year



Meeting the Challenge

Ongoing Activities

- Developing and maintaining relationships with local colleges
- Recruitment trips
- New teacher orientation
- Certification Review to assure attainment of HQ status
- Consultation with principals to fill vacancies as they occur



Meeting the Challenge

Ongoing Activities

- Promoting alternate pathways to certification
 - ⌘ Developing Troops to Teachers program
 - ⌘ Developing and monitoring the Resident Teacher programs
 - ⌘ Advertising programs
 - ⌘ Meeting with candidates and evaluating credentials
- Posting job advertisements, screening applicants, conducting interviews, and notifying applicants of decision
- Maintaining applicant database



Meeting the Challenge

Ongoing Activities

- Monthly application reviews, and personal follow-up with applicants regarding status
- Communicating with subject coordinators/supervisors
- Processing COS (Change of Status)
- Updating and sharing Department Chair Pools with Area Assistant Superintendents and Principals
- School Visits (Personnel Officers/Certification Teams)



Recruitment Activities

- **Local Recruitment**
 - ⌘ Recruitment teams attend job fairs and partner with education departments at more than 15 Maryland colleges and universities
 - ⌘ BCPS Timonium Job Fair and BCPS Special Education Job Fair
- **Regional/National Recruitment**
 - ⌘ Recruitment teams attend more than 50 job fairs and campus recruitment events in more than 16 states and the District of Columbia. These recruitment events draw students and teachers from more than 250 colleges and universities.
- **International Recruitment**
 - ⌘ Recruitment of special education and science teachers from Philippines
- **Minority Recruitment**
 - ⌘ Actively recruit at more than 15 Historically Black Colleges and Universities and Hispanic-Serving Institutions
- **Targeted Shortage Area Recruitment**
 - ⌘ Actively recruit at national and regional conferences attended by teachers in critical shortage areas



Meeting the Challenge

September-October-November

- Analyze the past hiring season
- Set recruitment priorities
- Formalize recruitment schedule
- Place over 200 fall teacher interns
- Host reception for teacher interns
- International recruiting
- Formalize Resident Teacher agreements
- Set monthly screening sessions
- On-going staff development



Meeting The Challenge

December-January-February

- Hire Great Beginnings Teachers
- Place 250 Teacher Interns for Spring
- Reception for Teacher Interns



Meeting The Challenge

March-April-May

- Review Principals' Organization Reports
- Expo/Job Fair
- Special Education Job Fair
- Distribute Declaration of Intent for Teacher Transfer requests, retirements, and resignations



Meeting the Challenge

June-July-August

- Collaborating with Position Management to verify and account for every vacancy
- Screening applicants and determining certification and HQ status
- Scheduling interviews at schools for out-of-state applicants
- Consulting with principals re: specific school and program needs
- Processing transfers in compliance with BCPS guidelines
- Processing new hires