

## **PROFESSIONAL STAFF RECRUITING**

**FILE: GCE**

**TITLE: Recruitment and Retention of a Diverse Employment Staff**

**POLICY:**

The School Board of Orange County, Florida ("Board") believes that the district staff, especially instructional, professional, and administrative staff, should reflect the broad diversity of backgrounds and experiences that characterize Orange County and Florida. Furthermore, one means of achieving a diverse workplace is to encourage, recruit, and seek to attract applications, for all vacant positions, from individuals of widely diverse backgrounds.

The Superintendent shall direct staff to carry out ongoing recruitment activities within the Human Resources Department which should focus on widely disseminating information about vacancies so as to reach a group of potential applicants broadly reflecting geographic, gender, racial, and ethnic diversity. If such activities include recruitment trips or visits by district staff to community and/or educational institutions, such trips should include visits to institutions and locations that, taken as a whole, reflect that broad diversity.

The Superintendent or designee shall:

- (1) Take appropriate steps to inform all staff who are involved in the employment process of the Board's support for, and commitment to, achieving diverse staffs of well-qualified employees from widely varying backgrounds. This provision applies in particular to school site managers who review applications for instructional staff positions, conduct interviews, and make hiring recommendations.
- (2) Direct the Department of Human Resources to provide guidance to staff involved in the employment and promotional processes concerning appropriate, educationally sound, and legally valid methods to evaluate applicants that take into account a candidate's potential contribution to staff diversity at a particular school, program, or location.
- (3) Require that an annual written report be prepared containing information and conclusions regarding the Board's staff diversity, including diversity in classified instructional, professional, and administrative personnel at the school district level. At a minimum, the written annual report shall contain the following information:
  - (a) Information concerning the numbers of instructional, professional, administrative, and classified personnel at each school. The information collected shall contain the gender, racial, and ethnic identification of these employees;
  - (b) Information on those employees identified as twelve (12) month employees who work in the administrative offices of the district;

- (c) Staff who are in the district's Assistant Principal and Principal pools.
- (d) The report may also make recommendations to guide and assist instructional staff who desire to gain the experience and training that will qualify them for entrance into promotional pools and contain;
  - i. Information regarding the recruitment activities of the Human Resources Department as provided for in this policy;
  - ii. A comparison of the diversity of the staff with the previous years, including the diversity in classified instructional, professional, and administrative personnel at the school level;
- (4) Present the findings of the annual written report to the Board at a public meeting of the Board regarding these matters, along with any recommendations the Superintendent may have.
- (5) Provide the Cabinet and any other such individuals as may be necessary with a copy of the annual written report for the purpose of conducting meetings, as necessary, to address any findings or conclusions contained in the report regarding staff diversity.
- (6) Ensure the annual written report to the Board shall be made publicly available to any person or organization via the district's website and through other reasonable means, upon request.
- (7) This Recruitment Policy is intended to produce a pool of applicants for vacant positions advertised by the district that is as diverse as possible and it is not intended to require, establish, or support racial or ethnic quotas in the employment process nor does it confer any additional legal rights on any applicant, employee, or prospective applicant than is otherwise prescribed by law.

**SPECIFIC AUTHORITY:** Section 1001.41, Florida Statutes

ADOPTED: 12/14/10

REVISED: 02/09/16