



"Learning is not some of the time; it's all the time – for all of us"

Skaneateles School District Recruitment Plan

*DRAFT
2016-2017*

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Our Mission

The mission of the Skaneateles Central Schools is to provide positive and successful learning experiences for all students. The schools will also strive to provide students with the knowledge and problem-solving skills necessary to contribute and adapt to an ever-changing world. Within a caring and student-centered environment, the schools will offer a balanced educational program with high expectations to challenge and motivate each student. The school staff, students, parents, Board of Education and community share the responsibility for this mission.

I. Our Schools



Waterman Primary School (K-2)

There are approximately 250 students and 30 staff members, including three reading specialists, two math specialists, and two speech teachers to provide support for students. Students at Waterman take part in music, physical education, art, library/media, and STEM. Early intervention plays an important role at Waterman. Our motto at Waterman is "We choose to SHINE!" in everything we do.



State Street Intermediate School (3-5)

There are approximately 300 students and 40 staff members in State Street School. Our students participate in classes outside of the regular classroom in music, physical education, art, library/media and STEM. Students also have the opportunity to participate in band, orchestra, and chorus. State Street School is complete with two full-size computer labs, a large group instruction room, state of the art library, art, and science rooms. Our character education program is based on the LAKER High Five. The LAKER High Five represents; Leadership, Accountability, Kindness, Effort and Respect. State Street School is also a Responsive Classroom School.



Middle School (6-8)

There are approximately 335 students and 65 staff members in the middle school. The mission of the Skaneateles Middle School is to make the transition from childhood to adolescence a positive experience within a safe environment. The Skaneateles Middle School motto is "Where's Your Grit?" The students are challenged to develop rigorous and measurable goals to accomplish throughout the year. Opportunities are provided for exploring and applying learning to develop a strong knowledge base where responsibility, respect, integrity, teamwork and work ethic are valued. In turn, students will demonstrate respect for themselves, others and their school, community and world environment. The development of these qualities is shared by the staff, students, parents and community.



High School (9-12)

There are approximately 520 students and 75 staff members in the high school. Our mission is to ensure that each of our graduates are not only eligible for post-secondary pathways including college and career, but are READY. We are committed to engage in the READINESS of our students across the six dimensions of Wellness; Intellectual, Physical, Social, Emotional, Personal and Occupational. We also believe that when employees feel well, they directly contribute to the wellness of our students, not just through improved job performance, but also through positive role-modeling of healthy behaviors. We provide a challenging and engaging curriculum, as well as a broad program of co-curricular activities. Through academics, student activities and athletics, we strive to provide all students with multiple opportunities to develop abilities, express talents, exercise responsibility, and value learning. Our high school's motto is "The Laker Way" - We give 110% in all we do...in the classroom, on the field, on the stage, in the community. We teach, learn, coach, guide, support, lead and care the Laker way, 110%. The Laker Way is not just some of the time, it is all the time. What's your extra ten percent?"

II. Summary of Purpose

The Skaneateles School district serves the educational needs of children living in six (6) townships: Skaneateles, Marcellus, Niles, Owasco, Sennett, and Spafford. The current enrollment is approximately 1400 students. The district has four (4) school buildings: Waterman Primary School (K-2), State Street Intermediate School (3-5), Skaneateles Middle School (6-8), and Skaneateles High School (9-12). The Skaneateles Central School District believes that our mission – our charge – is to ensure that each of our graduates are not only eligible for post-secondary pathways including college or career, but are READY. We are committed to engage in the READINESS of our students across multiple dimensions of who they are and who they are becoming. Our approach to the readiness of our students is through the 6 Dimensions of Wellness – Intellectual, Physical, Social, Emotional, Personal, and Occupational.

A. The SSD candidate

SSD will hire highly effective staff that represents the community and will respond to our changing needs. As current SSD employees retire or move out of the District, it must be our focus to seek and actively recruit highly qualified, effective candidates for every vacancy. Every candidate, upon hire, must hold the appropriate certification and endorsements for the position for which they are hired. Furthermore, the desired candidates must have a commitment to life-long learning and a willingness to actively participate in professional learning communities. Among other characteristics, administrators must be instructional leaders who have the skills and passion to guide their staff through implementation of New York State Standards. Certificated staff must be solution-focused and work effectively with colleagues; they must have the aptitude for gathering data and analyzing that data to improve their effectiveness. Classified staff must have a commitment to continuous improvement as they support the operational and instructional needs of the system. All new hires must have a capacity and a commitment to using and fostering the use of technology.

It is important that SSD continue to hire across the spectrum; our workforce must be composed of various levels of experience and backgrounds. The common denominator among all candidates is an unwavering commitment to the success of all students as well as a dedication to meeting the differentiated needs of student groups, including special education, and highly capable.

B. The search for candidates

The SSD recruitment effort will focus on building a diverse pool of highly qualified candidates, not just for current vacancies, but also for future opportunities. The screening process will be consistent and rigorous for all candidates. We will solicit from each department a list of sought after characteristics and qualifications which we will then use as a screening tool to help us identify candidates who are a good match. References will be required before a candidate may be hired. Because the recruitment effort will span every office and school, a specialized hiring committee will be formed based on the type of position and the building where the vacancy exists. Union representatives at every level, along with a unit member(s) will be key participants in the screening and interviewing process. The committee's participation and feedback on the candidates and the recruitment process, and their commitment to the characteristics of an ideal SSD candidate will be fundamental to the success of this recruitment plan. In addition, it is essential that the District continues to include community and business partners in the recruitment efforts of higher level staff; they know the needs of our district and may have access/knowledge of qualified candidates.

III. Advertising Positions

SSD will actively recruit for positions through a wide range of advertising venues including the District website where we will post open positions, including job descriptions and salary ranges. For the 2016-2017 school year, we will post all vacancies with a close date or an initial screening date to notify candidates of deadlines when applying for positions. All vacancies for continuing positions will be posted for a minimum of 7 days.

SSD will work with the Information Technology and the Communications department to develop a recruitment video that highlights the benefits of working for the Skaneateles School District. The video will highlight the characteristics that make this area of the state so desirable, the successes of the school system, and the opportunities that exist in working with a high-performing student population. This video will be posted on the SSD website, with a link embedded in SSD recruitment materials. In addition, administration will create brochures, flyers, and print ads to update language reflective of the recent successes of the system. Finally, the administration will advertise vacancies in print publications as appropriate; these sources include The Skaneateles Journal, The Skaneateles Press, the Auburn Citizen and the Syracuse Post Standard.

The career opportunities page of the SSD website will be utilized to post upcoming recruitment events, the characteristics of the ideal SSD candidate, instructions on how to apply for a position, and other pertinent SSD information.

IV. Recruiting for Positions

A. Administration

Recruitment will focus on seeking certificated and classified staff; therefore, recruiting for administrators will require unique approaches, including contacting successful administrators in neighboring districts. Administration will establish and nurture contacts who may have access to promising administrators, such as university liaisons, community organizers, and education foundation directors. Beginning in February, open positions will be posted and internal interviewing committees will be coordinated to initially screen promising administrators for future administrative positions. When an administrative vacancy opens, the school will have a screened and approved pool of candidates from which to select.

Our goal is to ensure that every applicant has a positive experience with the Skaneateles School District whether the outcome results in a hired position or not. This will be accomplished through respectful interactions and timely communication. For instance, all candidates for a given position will receive a follow-up letter so they are never left to wonder where they are in the hiring process. By committing to a high standard of professionalism and integrity throughout the hiring process, we will continue to build a strong positive reputation in our community and beyond.

B. Certificated

Certificated staff members by far represent the greatest number of hires for SSD each year. The key to hiring effective certificated staff is to advertise, interview, and hire early. In terms of new teachers, many are finishing their teacher preparation programs in May; however, it is beneficial to interview and screen in early spring and offer these promising teachers screening interviews. Recruitment trips will be scheduled during February, March, and April to facilitate this process. In addition, Administrators are developing relationships to gain access to qualified candidates as early as possible,

so that we can actively recruit. It is essential for the District to maintain contact with SSD graduates who are in teacher preparation programs. More than likely, after graduation, they will seek to move back home, and they are familiar with the core values and caliber of SSD. In addition, it is important for Administrators to nurture relationships with other human resources educational recruiters and directors as these connections may yield information about qualified and experienced teachers who are seeking to live closer to home or desire a change of teaching assignment.

C. Classified

Classified staff members are hired through the Civil Service Process, although school-based positions should be hired on the same timeline as certificated staff.

V. Pre-Recruitment

The District will complete all Pre-Recruitment work during January and the first two weeks of February. The work will include the following:

- Finalize vacancies to be filled;
- Revise and publish recruitment brochures, fliers, and videos;
- Post list of trips on the SSD website; if needed
- Revise and finalize all screening materials and data tools;

VI. Recruitment Fairs/Interviews

Any recruitment trips will be focused on assisting the District in finding candidates for all three types of employees: administrators, teachers, and classified staff. In addition, trips may be planned to assist the District in hiring for hard to fill areas.

VII. Measures of Effectiveness

A. Data Gathering

The District will gather data during each recruitment trip that will include the following:

- Number of candidates met
- Race and gender percentages for candidates met
- Areas of specialty
- Interview scores (as applicable)
- Follow-up plans (i.e. obtain resume, interview, check references, etc.)

B. Data Analysis

At the conclusion of the recruitment season, administration will review the data and collate it into a chart that synthesizes the information—developing an analysis of the overall effectiveness of the recruitment plan and timeline as well as an individualized analysis of each recruitment trip.

C. Evaluation

The Leadership Team will review the analysis during the summer and will make suggestions for revision periodically throughout the summer and the fall. These suggestions will be incorporated into the next recruitment plan.

Sample Template

Recruitment/Hiring Activity	
January	
February	
March	
April	
May	
June	
July	
August	