

# **HUMAN RESOURCES DEPARTMENT**

## **November Board Report**

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### **SUBSTITUTE SERVICES**

In the October HR Board report, information was shared regarding recent rule changes at TSPC related to Restricted Substitutes. As a reminder, a restricted substitute license can be acquired by a person holding a bachelor's degree or higher who takes and passes an exam on civil rights and educator ethics in Oregon, passes a criminal history verification, and is also sponsored by a school district.

On October 27<sup>th</sup>, Substitute Services and the entire HR office held an "Open House" for Restricted Substitute candidates. With just under three weeks of advertising, 61 candidates registered in advance for the event, and a total of 83 attended. All 83 were interviewed by administrators from NWRESD and partners from Forest Grove School District and Willamette ESD. HR staff from Beaverton came to see "how to do it" as they are hosting a similar event later this month. Every candidate met one-on-one or in small groups to hear from our staff a step by step process to become a restricted substitute teacher. Each candidate then spoke individually with a representative from TSPC. After reviewing all interview ratings and the counties/districts in which attendees requested to work, 51 were selected for follow up and possible sponsorship. They have been informed their next step is to take the ORELA Civil Rights exam (available in our GED testing lab under the Pearson banner).

To be sponsored by NWRESD we are adding an additional training component in order to equip them with some basic and necessary substitute skills. This is a 10-hour online course that has been taken and vetted by Robyn Bean and Marta Turner and covers professionalism, behavior management, teaching strategies, legal issues, and special education topics. It was prepared by Utah State and provides an excellent starting framework. Following completion, the new Substitute will attend a 3-hour in person training with Marta and Robyn to discuss the course content. At that same time, Steffanie Frost and the Sub Services team will provide training in the use of the online substitute calling software (so they can accept jobs!). We anticipate having the first candidates available in December.

Following our successful event, Restricted Substitute Fairs have been scheduled at Willamette ESD for Tuesday, November 17<sup>th</sup> and Clatsop Service Center Tuesday, December 1<sup>st</sup>.

### **OTHER HR HAPPENINGS**

Barb Lyon and Tammie Wing assisted the Executive Director for Oregon School Personnel Association (OSPA) with preparation for and registration at a combined ODE/TSPC/OSPA fall workshop. They attended sessions which shared the Oregon Educator Equity Report and highlighted a state website that promotes the teaching profession and resources about becoming a teacher in Oregon; heard about the TSPC license re-design coming January 2016; and participated in ODE presentations on Student Growth Percentiles in Educator Evaluations and Staff Assignment reporting.

Tammie Wing and Kathy Fernandez attended an AppliTrack user group training at Clackamas ESD – an opportunity to hear from others who have been using this software product for online applications and hear how to streamline processes using features available. Tammie will attend a certification program for AppliTrack this week and she and Kathy are collaborating to prepare a process manual for

administrators that incorporates the use of the software (screen shots, explanations, hotlinks) with our NWRESD “how to hire” start to finish from posting to interviewing to selection all the way through orientation on an employee’s first day.

Standing Labor Management meetings have been established for the year with both NWEA (licensed) and OSEA (Classified) association leadership. These have been productive to address any concerns early and keep open lines of communication between management and the associations.

The HR staff is assisting Megan with the coordination of the staff recognition known as “Kudos”. The theme “What will we build together?” has been a big hit. Staff who receive recognition from a peer through the online submission form then receive a small bag of Legos, which alone don’t build much but when added to collections from other teammates become much more. There are base plates with Legos creations in departments all over the Washington Service Center and at every site that are growing by the week.