



# Human Resources Update



# Human Resources - Just the Facts!



**1,319.8**

Total Staff

**Professional Staff:** 1,027.2

Teachers: 792.1

Professional Support: 170.1

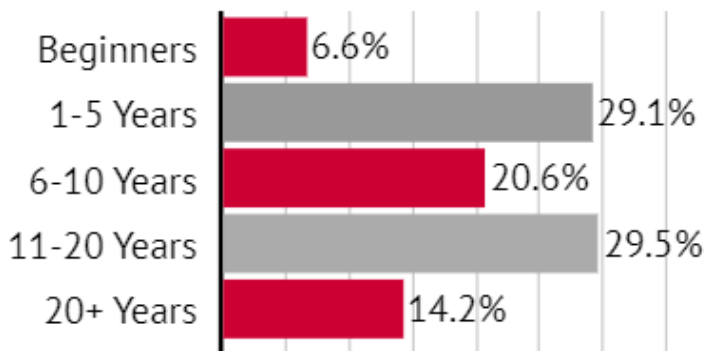
Campus Administration: 44.0

Central Administration: 21.0

**Educational Aides:** 108.1

**Auxiliary Staff:** 184.5

## Teachers Experience



**72.6%**  
Bachelors  
Degree



**26.1%**  
Masters  
Degree



**1.2%**  
Doctorate  
Degree



# Human Resources

## Recruitment

- Reputation
- Website/ Expanded sites
- University Partnerships
  - Student Teachers/ Field Observations
  - Job Fairs
- Professional Organizations
- Former CISD Graduates
- Educational Aides to Teachers
- Substitutes

## Retention

- Salaries
  - TASB salary/ stipend study comparisons
- Benefits
  - District contribution for health insurance
- Professional Learning
- Evaluations and Feedback
- Recognitions & Awards
- Stay Interviews



# Human Resources

## Hiring

- Staffing Projections
- Online Application with Screening Questions
- Interviewing Training for Campus Teams
- Campus or Department Based Interviews
- Verification of Certification, Reference Checks, Background Checks
- Salary Calculation
- Hiring Meeting with Human Resources
- New Hire Orientation Sessions
- Employee Handbook & Board Policies
- Exit Interviews



# Human Resources

## Records Management

- Employee Records/ Personnel Files
- Service Records
- Certificates/ Licenses/ Permits
  - State and Federal Certification Requirements
- Correspondence with the Texas Education Agency, Universities, Alternative Certification Programs
- Contracts
- Job Descriptions
- Employment Verifications



# Human Resources

## Substitutes

- Must be 21 years of age
- Must have a high school diploma or U.S certified equivalent
- Must complete the CISD online orientation
- Must be fingerprinted and meet all background check requirements
- Preference is given to substitutes who hold Texas teacher certification