

## Action Plan

**Theme:** Develop a systemic and creative approach that promotes and maintains **Quality Staffing** throughout the district.

Identified Goal(s)	Key Performance Indicator(s)	Action Required	Timeline For Completion	Possible Resources	Individual(s) Accountable for Growth.
<p><b>Develop an effective hiring process.</b></p>	<p>1.) Develop a definitive staff hiring process.</p>	<ol style="list-style-type: none"> <li>1. Identify Position Needed</li> <li>2. Advertise and Post Job Opening</li> <li>3. Update AppliTrack questions (position specific)</li> <li>4. Narrowing of Candidates (Funnel)</li> <li>5. Pre Interview Reference Check</li> <li>6. Identify Interviewees</li> <li>7. Develop Interview Questions</li> <li>8. Assemble Interview Team (Administrators, Identified Staff, &amp; Mr. Krause)</li> <li>9. Conduct Interviews and Tour</li> <li>10. Post Interview Follow-Up Calls</li> <li>11. Select Candidate</li> <li>12. Make Offer</li> </ol>	<p>On going</p>	<p>Gallup Marzanno AppliTrack Other School Districts</p>	<p>Administration</p>

<b>Maintain Quality Staff.</b>	1.) Develop an effective, formal staff appraisal process.	<ol style="list-style-type: none"> <li>1. Update and finalize Summative Document to reflect Marzano</li> <li>2. NDE Approval (2017-2018)</li> <li>3. Train All Staff on Marzano instructional model</li> </ol>	Summer of 2017 Pre-Service 2017-2018	Marzano Academy	Administration Staff School Board (Resources & Finances)
	2.) Implement a meaningful professional development program that effectively supports staff and promotes current practices.	<ol style="list-style-type: none"> <li>1. Teacher Rounds</li> <li>2. Continued Mentoring-Refine Process (Selection of Mentors &amp; set meeting times)</li> <li>3. Opportunity to visit other teachers (Inside or outside district)</li> <li>4. Maintain and build meaningful professional development</li> </ol>	On going 2018-2019	Time Identified Staff Identified Districts Friday PD Time ESU #3	Administration Identified Staff
	3.) Ensure an equitable salary and benefit package for all new and existing hires.	<ol style="list-style-type: none"> <li>1. Continue to offer competitive salary and benefit package.</li> <li>2. Competitive salary for extra duty, athletic, and activity sponsors.</li> <li>3. Informal incentives (purposeful random acts of kindness)</li> </ol>	On going	Financial Support through effective district budgeting.	School Board Administration

	4) Develop and convey a culture of academic excellence throughout the process.	1. Consistently Implement, evaluate, and support KPIs 1-3	On going	Financial Support through effective district budgeting. Time Identified Staff Identified Districts Friday PD Time ESU #3 Marzano Academy Gallup Marzanno AppliTrack Other School Districts	School Board Staff Administration