

**ARKANSAS DIVISION OF ELEMENTARY AND SECONDARY EDUCATION  
TEACHER AND ADMINISTRATOR RECRUITMENT AND RETENTION PLAN**

Pursuant to Ark. Code Ann. § 6-17-1901, *et seq.*, all school districts and open enrollment charter schools must prepare and **post to their website** by August 1st of each year a three (3) year Teacher and Administrator Recruitment and Retention Plan. An employee must be designated to coordinate the implementation of the plan. Plans must be reviewed and updated annually and must include, but are not limited to, the following:

- Annual goals for
  - Recruiting and Retaining* teachers/administrators of minority races/ethnicities who increase diversity among staff and, at a minimum, reflect the racial/ethnic diversity of the district's students;
  - Increasing the number of students* who pursue careers in education with an emphasis on students of minority races/ethnicities;
- The actions and steps taken/will take to meet its each of the goals;
- The progress in meeting each of the goals;
- The evaluative methods it will use to measure progress towards meeting the goals;
- If applicable, the reasons for not meeting previous goals and the steps it will take to overcome those reasons;
- Local data related to educator recruitment and retention

The plan **must include** the following local data:

**Racial/ethnic composition of the**

- Student body of the district or charter school (21-22 school year) - [LEA Insights >Enrollment](#)
- Teachers employed (previous 3 school years) - [LEA Insights > Human Capital > Overview > Certified Teaching Staff](#)
- Administrators employed (previous 3 school years) -[eFinance>Personnel>Job Assignment>Administrator Counts](#) or [LEA Insights > Human Capital > Overview > Staff Details > Search by Job Code](#)
- Residents of the district or charter school (most current data) - [State Census Data](#)

**Note:** Fillable data tables are provided in Appendix A. Districts can also download data from the locations provided above to meet the data requirements of the plan.

Districts are **encouraged** to review the additional data points below in order to justify goals or evaluate effectiveness of actions.

**Racial/ethnic composition of the:**

- Teacher and administrator applicant pool
- Teachers and administrators hired
- Teachers leaving the district (attrition)

**Racial/ethnic composition of the:**

- % of student population enrolled in DCTE Pre-Educator program-[CTE Coordinator](#)
- % of student population participating as active members of Educators Rising-[CTE Coordinator](#)
- % of student population who receive the Certified Teaching Assistant (CTA) credential-[CTE Coordinator](#)
- % of student population indicating education as a career choice in [Student Success Plans](#)

**Data Related to Teacher Quality**

- Years of experience
  - % of novice teachers-[LEA Insights>Human Capital>Overview](#)
  - Average years of experience- [LEA Insights>Human Capital>Overview](#)
- Teacher Attainment

## Summer 2023

- Teachers with master's degrees or higher- [LEA Insights>Human Capital>Public Educators](#)
- National Board Certified Teachers- [LEA Insights>Human Capital>National Board Certified Teachers](#)
- Teachers with Lead/Master designations- [LEA Insights>Human Capital>Public Educators](#)
- Licensure exception data- [LEA Insights>Human Capital>License Types and Exceptions](#)
- Overall attrition-[LEA Insights>Human Capital>Attrition](#)

## Student Growth and Achievement Data

- Student assessment data-[myschoolinfo.arkansas.gov](https://myschoolinfo.arkansas.gov)>select district>custom report>student assessment

**All plans must reflect data analysis.**

# Viola School District Three Year Recruitment and Retention Plan

After analyzing all relevant data, the district will use the spaces below to develop a three year action plan to address identified needs. Refer to Appendix B for resources to support plan development.

**Focus Area: Recruiting a diverse, representative educator workforce that meets the needs of all students**

If multiple goals are created, copy and paste the template for each goal.

<b>Recruitment Goal</b>	100% of known vacancies filled by May 31
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Which of the following best describes the recruitment goal?	
<input type="checkbox"/>	New Goal
<input checked="" type="checkbox"/>	Extension of a goal from previous year

**Action Plan**

Describe the steps your district will take over the next three years to meet the recruitment goal. (Lines can be added for additional Action Steps)

	Description	Person(s) Responsible	Target Date
<b>Action Step</b>	Intent to renew letters will be distributed the second week of February and returned by the first week of March with evaluation data to follow.	Principal	February 15 March 7 Annually
<b>Action Step</b>	Administrators will attend state and regional job fairs as needed.	Building Administrators	February through May Annually

What evidence will be used to determine if the recruitment goal is met? (Include baseline data and expected outcome)
<p>Percentage of intent letters with data to determine needs filled out.</p> <p>Data from job fairs at local and regional colleges and universities with outcomes tracked by number present, applications taken, interviews scheduled, and conversions from interview to hires</p>

**Review Progress (After Baseline Year)**

**Describe progress made toward the recruitment goal and any improvements or adjustments that were made to the action plan to overcome barriers to plan success.**

One position was not filled because teacher announced retirement in May. The position was filled at the June meeting.

**Focus Area: Retaining a diverse, representative educator workforce that meets the needs of all students**

If multiple goals are created, copy and paste the template for each goal.

<b>Retention Goal</b>	Create a supportive work environment through administrative and team supports, mentoring and on-going professional development.
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**Which of the following best describes the retention goal?**

<input type="checkbox"/>	New Goal
<input checked="" type="checkbox"/>	Extension of a Goal from previous year

**Action Plan**

Describe the steps your district will take over the next three years to meet the retention goal. (Lines can be added for additional Action Steps)

	Description	Person(s) Responsible	Target Date
<b>Action Step</b>	New teacher on-boarding program	Building Administrators	August 1 on-going
<b>Action Step</b>	Mentoring program with Lead Teachers	Lead Teachers	November 22 on-going
<b>Action Step</b>	Quarterly satisfaction surveys to determine areas of need.	Superintendent Building Administrators	January 23 on-going

**What evidence will be used to determine if the retention goal is met? (Include baseline data and expected outcome)**

Satisfaction Survey results  
 Needs assessments  
 Loss vs retention data by the year  
 Lead teacher input and data tracking sheets

**Review Progress (After Baseline Year)**

**Describe progress made toward retention goal achievement and any improvements or adjustments that were made to the action plan to overcome barriers to plan success.**

**Focus Area: Increasing the number of students who pursue careers in education with an emphasis on students of minority races and ethnicities**

If multiple goals are created, copy and paste the template for each goal.

**Student Goal**

Implementing a future teacher program for high school students

**Which of the following best describes the student goal?**

New Goal

Extension of a Goal from previous year

**Action Plan**

Describe the steps your district will take over the next three years to meet the student goal. (Lines can be added for

additional Action Steps)

<b>Action Step</b>	<b>Description</b>	<b>Person(s) Responsible</b>	<b>Target Date</b>
	Gather information about teacher preparation programs for high school students and choose one for the District.	High School Principal Lead Teachers	Dec 2023
	Assign or hire a teacher who will lead / sponsor the program that is chosen.	Superintendent High School Principal	May 2024
	Implement the chosen teacher preparation program.	High School Principal Program Sponsor	August 2024?

**What evidence will be used to determine if the student goal is met? (Include baseline data and expected outcome)**

Data will be gathered about the new programs number of participants. Tracking data of students who continue into education and become licensed will also be gathered.

**Review Progress (After Baseline Year)**

**Describe progress made toward student goal achievement and any improvements or adjustments that were made to the action plan to overcome barriers to plan success.**

Summer 2023

# Plan Submission

**INSTRUCTIONS:** Complete this page and post on your website along with the finalized Teacher and Administrator Recruitment and Retention plan before August 1.

SCHOOL DISTRICT/CHARTER SCHOOL:	LEA NUMBER:	COUNTY:
Viola School District	2503000	Fulton

Pursuant to A.C.A. § 6-17-1902, an employee must be designated to coordinate recruitment and retention plan implementation.

COORDINATOR NAME/TITLE:	COORDINATOR TELEPHONE NUMBER/EMAIL:
John R May Superintendent	870-458-4001

The signatures below certify that the district is in compliance with Ark. Code Ann. § 6-17-1901, et seq. and Standard 2-A for Accreditation of Arkansas Public Schools:

Signatures	Name of Superintendent or Chief Academic Officer:	<b>John R. May</b> (Please Print)
	Superintendent/Chief Academic Officer	Date
	<b>John R. May</b>	
	Board President	Date
	<b>Charlie Wray</b>	
	Board Secretary	Date
	<b>Farra Rowden</b>	





## Appendix B

Below are resources recommended by the Arkansas Division of Elementary and Secondary Education to support the development of a district's Teacher and Administrator Recruitment and Retention Plan.

### **Recruiting a diverse, representative educator workforce that meets the needs of all students**

- [Educator Preparation Provider Quality Report \(EPPQR\)](#)
- Diverse Educator Preparation Program Completers list- Superintendents or other officials designated by the superintendent for the purpose of recruiting faculty and staff may access the list by contacting Michael Rowland, DESE Program Advisor, [michael.rowland@ade.arkansas.gov](mailto:michael.rowland@ade.arkansas.gov)
- [The AR Human Capital Handbook](#) (see pages 17-24, 72, 65-69)
- [AR Residency Model that provides a work-based pathway to licensure](#)
- [Greater than Diamonds: Recommendations on Improving Teacher Diversity in Arkansas](#)

### **Retaining a diverse, representative educator workforce that meets the needs of all students**

- [The AR Human Capital Handbook](#) (see pages 44-49, 79)
- The Leading a High Reliability School (2018) resource to review safe, supportive, and collaborative culture indicators (see page 37-74)
- [Greater than Diamonds: Recommendations on Improving Teacher Diversity in Arkansas](#)

### **Increasing the number of students who pursue careers in education with an emphasis on students of minority races and ethnicities**

- Implement a student organization that encourages students to pursue a career in education, such as [Educators Rising](#)
- Develop MOU(s) with institutions of higher education to provide students the opportunity to earn the Certified Teaching Assistant (CTA) credential and implement the Arkansas Teacher Residency Model