



Human Resources Department

Quarterly Newsletter 2023

HR REMINDERS

Principals...please remind any teacher serving on a Temporary Authorization to Teach (TAT) that all content exams, that were not initially mastered, **MUST** be taken a second time during the year-long validity of their certificate. Failure to comply with this state mandate could negatively impact their employment status with the district.

Transfer season is just around the corner. Please make sure you review the transfer policy with your teachers. A copy of this policy can be found on our HR website. **Transfer season opens May 1 and ends on June 30.**

Mark your calendars!! Our next **Job Fair** will be held on **April 27th at Broadmoor STEM**. The event will be held from 4:30-6:00. We invite you and key members of your team to come and recruit teachers to fill any upcoming vacancies that you may have.

There is only **one observation required** for certified staff if they are at a school that is **not** an Achievement Zone. **Achievement Zone schools are required to have two observations.** More observations may occur, particularly for teachers or administrators that are not meeting expectations. Any teacher or administrator who earns an observation rating of Ineffective or Effective: Emerging shall be observed a second time. All teachers should be evaluated in EEPASS and set up in Compass. Student Learning Targets should be established within 30 days of hire. More information forthcoming regarding end of year evaluations and uploads.

HELPFUL HR INFORMATION

Important Information for Certified & Classified Employees

We are pleased to announce our new and improved professional development online platform, **Percipio**. All Caddo Parish employees are encouraged to take advantage of the many resources available to them through this platform. For more information and to explore the many possibilities, please visit the links below.



Video Links

<https://youtu.be/36vixcOWPjg>



Information Links

<https://docs.google.com/document/d/123IDU7yoCgLZ6yj5ibqSK-xssK16JyXII3FkSP7iXU/edit>



Evaluation Professional Development for Classified Employees

What's In The Score? – A Guide To Understanding Classified Personnel Evaluations

Targeted Audience: Principals, Assistant Principals, Instructional Coordinators, Managers, Supervisors and Classified Employees

This professional development is designed to heighten the awareness of the scoring rubric for all classified personnel. The On-Demand presentation will walk evaluators and those being evaluated through each descriptor and its' indicators identifying how scores are earned and calculated. The presentation will also address the supporting documentation required for scores earned above or below a three (3) in each component of the evaluation.

On-Demand Presentation Links

<https://pulse.kickup.co/events/browse/YaZSEfha5KejjRaC4joaZG/announce>

