

STAFF RETENTION

HUM

(NUM)

Kawaikini is committed to maintaining the necessary level of staffing and will follow a three-step strategy to ensure that its educational program and support services are delivered without interruption:

Step 1: Identifying Staffing Requirements & Developing an Annual Staffing Plan.

Each year the school's Executive Director will submit to the GB an annual budget that will include staffing projections for the upcoming school year based on enrollment targets; current staffing; expected vacancies due to departure, promotion, temporary leave, sabbatical; etc. Once approved by the GB, this Annual Staffing Plan will serve as the guide for recruiting personnel.

(Unforeseen staffing needs arising due to unexpected mid-year departures of faculty or staff will also be addressed promptly by the GB and the Director.)

Step 2: Recruiting, Selecting, and Hiring Qualified Personnel.

Upon receiving Board approval of the Annual Staffing Plan, the Executive Director will begin the recruitment process as laid out by GB policy. A careful hiring process will be used so that teachers are well matched to their position and are well informed of the curriculum and expectations therein.

Step 3: Retaining Qualified Faculty and Staff. The GB and its employees have a strong commitment to retaining experienced faculty and staff. To do this, the school will pursue the following policies that will make Kawaikini an attractive place to work:

- 1. Positive work environment* – All staff and faculty of Kawaikini will be treated with respect at all times. As vital parts of our small school community each individual will be recognized and appreciated for the unique contributions that he/she makes. A positive work environment will be an essential and expected component of Kawaikini's workplace culture.
- 2. Competitive salary* – Kawaikini will strive to provide its employees compensation and benefits that meet or surpass those for comparable job fields.
- 3. Individualized professional development opportunities* – Each faculty member will be given the chance to develop individualized professional development plans (IPDPs) to concentrate on areas of interest and improvement and to develop, master, and reflect on new approaches to working with children. Teachers, administrators and other school system employees need time to work in study groups, conduct action research, participate in seminars, coach one another, plan lessons together, learn to access new technology, and meet for other purposes. Special waiver/planning days will be provided for faculty to achieve these goals.

STAFF RETENTION

HUM

(NUM)

4. *Teacher research sabbaticals*- Certified teachers with at least three years of service will be eligible to apply for a sabbatical leave. Leaves may be at one-half pay for up to one school year or full pay for up to half of a school year. A complete proposal for sabbatical/educational leave shall be submitted to the Kawaikini Governing Board one year preceding the leave. The proposal shall contain a description of the proposed leave and how the sabbatical/educational leave will contribute to his/her professional and personal welfare and to Kawaikini and specific programmatic goals.

ADOPTED: 9/6/07

REVISED:

SOURCE:

AUTHORITY: