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| Florida Coalition of Christian Private Schools AccreditationK-12 Accreditation Self-Study Workbook 5.1Group Three: Resource Allocation / BudgetStandard Ten: Recruitment and RetentionP. O. Box 5100Deltona, Florida 32728-5100Phone: 386-218-5310 www.fccpsa.orgE-Mail: joe.gibilisco@fccpsa.org  |

External (Self-Study) Review: Score and Response Workbook

# **Group Three: Resource Allocation and Budget**

**Standard Ten: Resources Designated to Professional Learning**

Refer to the K-12 Accreditation Instruction Manual for directions and examples for completing this section of the workbook

**Group Three: Resource Allocation and Budget:**

* The use and distribution of resources support the stated mission of the institution.
* Institutions ensure that resources are distributed and utilized equitably so that the needs of all learners are adequately and effectively addressed.
* The utilization of resources includes support for professional learning for all staff.
* The Institution examines the allocation and use of resources to ensure appropriate levels of:
* funding,
* sustainability,
* organizational effectiveness and
* increased student learning.

**Standard Ten: Recruitment and Retention:**
**The institution hires and retains qualified professional and support staff sufficient in number to fulfill the roles and responsibilities necessary to support the school’s purpose, direction, and the educational program.**

**Indicator 10.1 Recruitment and Retention**
The institution attracts and retains qualified personnel that support the institution’s purpose and direction.

*"For the scripture saith, Thou shalt not muzzle the ox that treadeth out the corn. And, the labourer is worthy of his reward."*
1 Timothy 5:18

Perspective: Evaluating the Institution’s recruitment and retention programs for continuous improvement.

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| **Group Three: Resource Allocation and Budget****Standard Ten: Resources Designated to Professional Learning****Indicator 10.1 Recruitment and Retention:**The Institution attracts and retains qualified personnel that support the Institution’s purpose and direction. |
| **Indicator 10.1.A** | Evaluation of Personnel Needs (K-12 Accreditation Manual, Page 172) |
| **a) The Institution** uses and regularly evaluates a documented and ongoing process that uses data to determine personnel needs. |
| 1) Which ranking best describes the Institution for Indicator 10.1.A(a)?  Highly Functional Operational Emerging Not Evident |
| 2) Provide a narrative for Indicator 10.1.A(a) \*Include references to evidence that support the narrative.The details of the process for determining personal needs, should be defined in the admin or operations manual. The narrative should provide a general overview of that process and reference to the sections of the appropriate manual that has the details. |
| **b) The Institution** uses a defined processthat includes an assessment of talent, qualifications and alignment with the institution’s purpose statements. |
| 1) Which ranking best describes the Institution for Indicator 10.1.A(b)?  Highly Functional Operational Emerging Not Evident |
| 2) Provide a narrative for Indicator 10.1.A(b) \*Include references to evidence that support the narrative.The qualifications for most positions are usually detailed in the job description.The process for assessing talent needed to perform the required duties is a much different process. Obviously references of previous experience can play a key role when it comes to most positions. For example, are we having teachers process prepare a lesson plan and teach a lesson that can be observed as part of the interview process? If it’s an office position where knowledge of a database or student management system is critical are we having them perform some of those duties and demonstrate those skills before hiring or is that a probational process where they are reviewed in the first 30 to 60 days of employment?And, of course, all staff, regardless of the position should be aligned with the institutions purpose and belief system. |
| **c)** **The Institution** monitors the process to assure sufficient staff to student ratios and quality experiences in administration, the classroom and support staff. |
| 1) Which ranking best describes the Institution for Indicator 10.1.A(c)?  Highly Functional Operational Emerging Not Evident |
| 2) Provide a narrative for Indicator 10.1.A(c) \*Include references to evidence that support the narrative.We collected the data and made our assessment of what staffing we needed for the new year. Then we hired the appropriate staff with the preferences and talents that match those needs. Now we must step back and evaluate. Did we make the right choices about what the needs would be? Do we now have too much staff in the wrong places, did we find that some of the individuals we hired based on references and stated work experience are actually lacking in those skills needed to perform the duties we need? What does that process look like? And of course, who does the monitoring? |

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| **Group Three: Resource Allocation and Budget****Standard Ten: Resources Designated to Professional Learning****Indicator 10.1 Recruitment and Retention:**The Institution attracts and retains qualified personnel that support the Institution’s purpose and direction. |
| **Indicator 10.1.B** | Evaluation of Recruitment and Retention Program. (K-12 Accreditation Manual, Page 173) |
| **a)** **The Institution** uses and regularly evaluates a deliberate and formalized process to recruit and retain qualified personnel. |
| 1) Which ranking best describes the Institution for Indicator 10.1.B(a)?  Highly Functional Operational Emerging Not Evident |
| 2) Provide a narrative for Indicator 10.1.B(a) \*Include references to evidence that support the narrative.What is the process for evaluating the packages that we have in place to determine if it’s adequate to meet the need of the institution?Is the pay scale and/or benefit package and the working environment in place that is needed for the institution to retain the quality staff it has, and attract the quality personality needs for the future?  |
| **b) The Institution** recruits and retains qualified personnel through meaningful learning opportunities, personal growth, financial support, and leadership opportunities. |
| 1) Which ranking best describes the Institution for Indicator 10.1.B(b)?  Highly Functional Operational Emerging Not Evident |
| 2) Provide a narrative for Indicator 10.1.B(b) \*Include references to evidence that support the narrative.What is the process or system that the institution has in place to ensure that the individuals it recruits and retains continue to grow in their field through meaningful learning opportunities. This includes personal growth, finances, relationships. And of course, the financial package so they can support their family because “*the workman is worthy of a hire*”. Last but not least is the opportunity to develop leadership skills and move into leadership roles in the future, if that is of interest to the individual. In short, how do you grow your staff from within?  |

NARRATIVE QUESTIONS: GROUP THREE: STANDARD TEN: RECRUITMENT & RETENTION

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| See page 175K-12 Manual | Group Three: Resource Allocation and Budget Standard Ten: Recruitment and Retention Focus Questions |
| ***10.1:*** *Describe your overall plan in general for recruiting and retaining qualified personnel and how you determine the number needed for sufficient staffing.* |  |

IMPROVEMENT QUESTIONS: GROUP THREE: STANDARD TEN: RECRUITMENT & RETENTION

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| See page 175K-12 Manual | Group Three: Resource Allocation and Budget Standard Ten: Recruitment & Retention Strength, Quality, Weakness and Improvement Questions |
| 10S: Areas of Strength:*What are your areas of greatest strength and why?* |  |
| 10Q: Maintaining Quality:*What actions are you implementing to sustain your areas of strength?* |  |
| 10W: Areas of Weakness:*What are your areas of weakness and why?* |  |
| 10I: Plans for Improvement:*(Administration): What are your plans for improvement?* |  |

Evidence Required for Standard Ten:

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| Evidence |
| **Refer to the K-12 Accreditation Manual for Required Evidence and Examples** |
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