



*Devoted to Student Success...
Committed to Staff Excellence!*

Human Resources Recruitment and Retention Plan

- *Certified classroom openings will be filled by the thirteenth calendar day after being posted.
- *As requested, priority will be given to teacher applicants who have had successful teaching experience in other districts (at least 35% of our teacher recommendations must follow this guideline).
- *Classified school openings will be filled by the thirteenth calendar day after being posted.
- *As requested, priority will be given to in-district employees and school district residents when filling all positions as appropriate (at least 35% of our employee recommendations must follow this guideline)
- *The number of substitutes with more than forty-eight college hours will be increased by ten percent every year.
- *Notice to parents regarding the assignment of non-certified and/or inappropriately certified teachers shall be given thirty days from the start of the school year.
- *All appropriate job advertisements will be placed on the LFCISD website, ESC web page, pertinent college/organizational web page and in surrounding newspapers; vacancy notices will also be posted at DSC and at each campus/department.
- *A calendar of tentative recruitment fairs and/or activities will be made available to all district administrators.
- *Procedures and practices for recruiting personnel will be consistent with board policy and TEA guidelines.
- *NCLB Principal attestation will be completed and signed to ensure the hiring of highly qualified staff.
- *Highly Qualified Identification form will be completed when processing new teachers and filed immediately in their personnel file.