

PURPOSE STATEMENT

Human Resources provides a wide variety of support to all Tacoma Public Schools employees, including, but not limited to: professional development; certificate tracking and notification; recruitment and hiring; onboarding and orientation; district-level evaluation support and compliance; investigations and conduct; employment file room monitoring and coordination; oversight of substitute qualifications and deployment; salary placement; Americans with Disabilities Act compliance monitoring; and daily employee support operations for the District. Each of these areas brings with it a need to provide the highest level of training and support to create and maintain efficiencies and credibility, and to meet stringent compliance expectations.

The mission of the Tacoma Public Schools Human Resources Department is to connect the right people to the right job to ensure success for every student, every day. Its vision is to make Tacoma Public Schools the school district where every family says, "This is where I want my child to learn," and where every educator says, "This is where I want to work."

Providing education and training is an excellent means of supporting the Whole Educator.

STAKEHOLDERS

- All Tacoma Public Schools employees are stakeholders for HR training, including full-time, part-time, substitute, and non-regular employees, as well as labor groups.

CASE STATEMENT

The absence of this work would create process inconsistencies and potential noncompliance, leaving the District vulnerable to violations and a lack of support to District employees. Human Resources is committed to providing high quality training for the functionality and overall work of the District. It is imperative that Human Resources is able to respond to trends in education that impact daily operations and strategic plan execution. District Training supports every student, every day through strong employee engagement, and initiating lean practices within TPS.

WHAT SPECIFIC BOARD-ADOPTED BENCHMARKS WILL BE INFLUENCED BY THIS WORK?

1. Goal 1: Academic Excellence
2. Goal 2: Community Partnerships
3. Goal 3: Early Learning
4. Goal 4: Safety
5. Goal 5: Operations

District Training

Operations

MEASURABLE GOALS

1. In support of Human Resources (Decision Package SS-114), the department will continue to provide high-quality, pertinent training quarterly for certificated and classified staff in the next biennium, as measured by training offerings and rate of completion.

SCOPE OF WORK

| Inputs / Resources | Activities | Outputs / Outcomes |
|-----------------------|--|--|
| Human Resources Staff | Certificated and Classified extra work, substitutes for release time, supplies/materials, non-travel food & beverage | High quality training for District staff; stronger employee compliance with District policies, collective bargaining agreements, and state law; proactive planning to address trends in education. |

PROGRAM COST - BUDGET USE ONLY

| <i>Fund Description</i> | <i>18-19 FTE</i> | <i>Salaries & Benefits</i> | <i>Supplies</i> | <i>Contract Services</i> | <i>Travel</i> | <i>Capital Outlay</i> | <i>Total</i> |
|-------------------------|------------------|--------------------------------|-----------------|--------------------------|---------------|-----------------------|--------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |