



*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.