Certificated Employees

Classified Employees

# Human Resources Recruitment Update

July 16, 2025
School Board Meeting
West Contra Costa Unified School District


Dr. Camille Johnson
Associate Superintendent

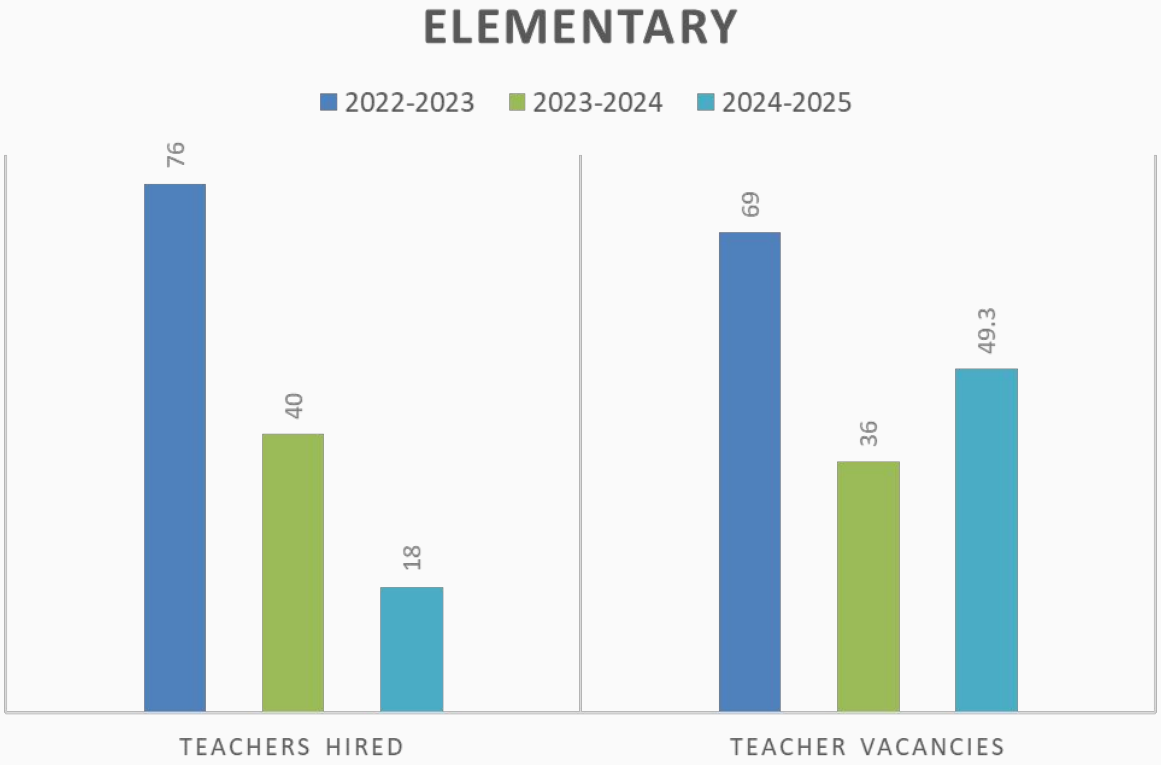
Dr. Sylvia Greenwood
Director, Certificated Employees

Denise Steen
Director, Classified Employees

# Certificated Employees

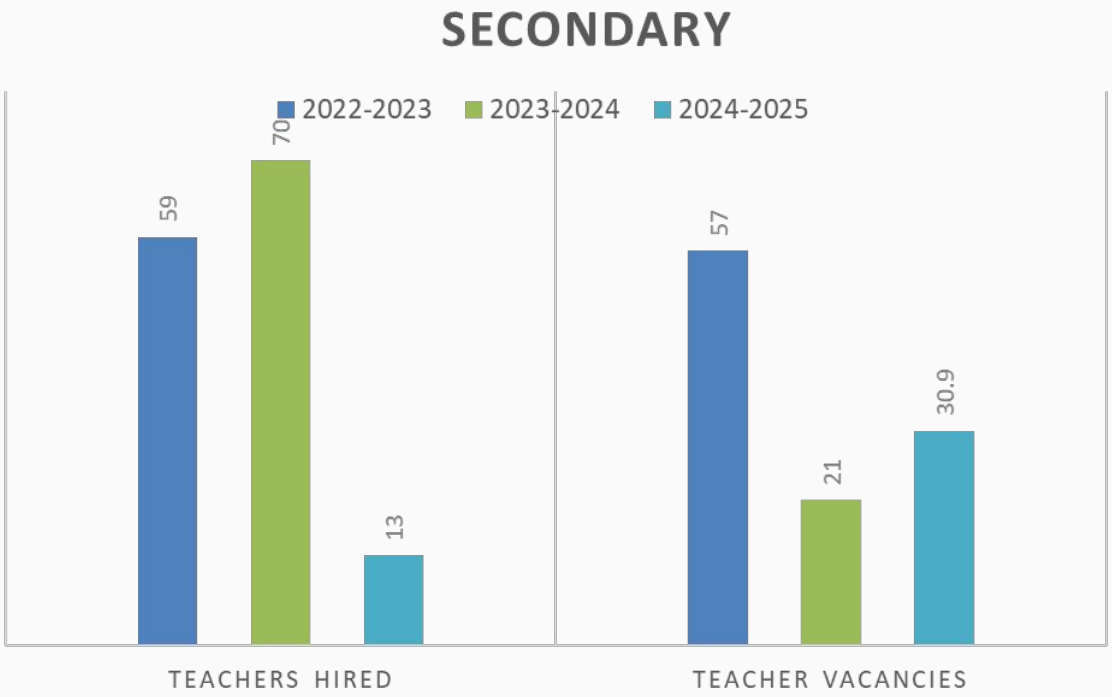
Dr. Sylvia Greenwood
Director, Certificated Employees

# Certificated - Elementary



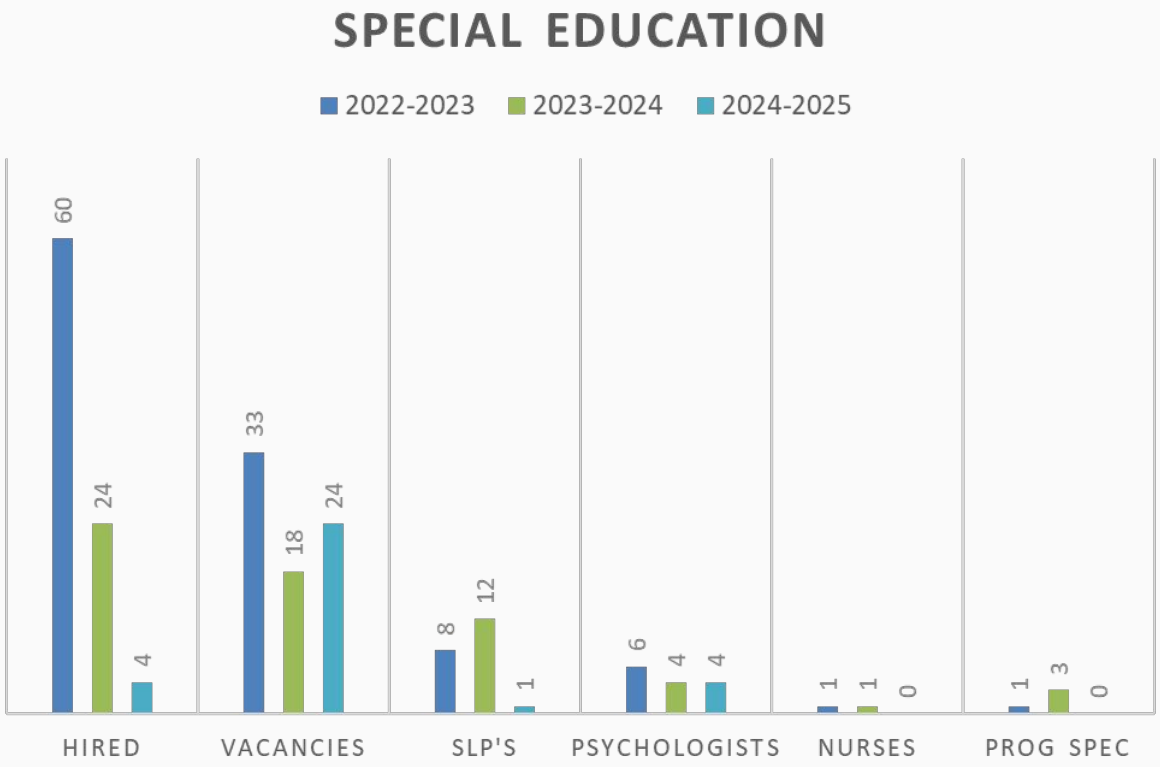

*Current data as of June 30, 2025

# Certificated - Secondary



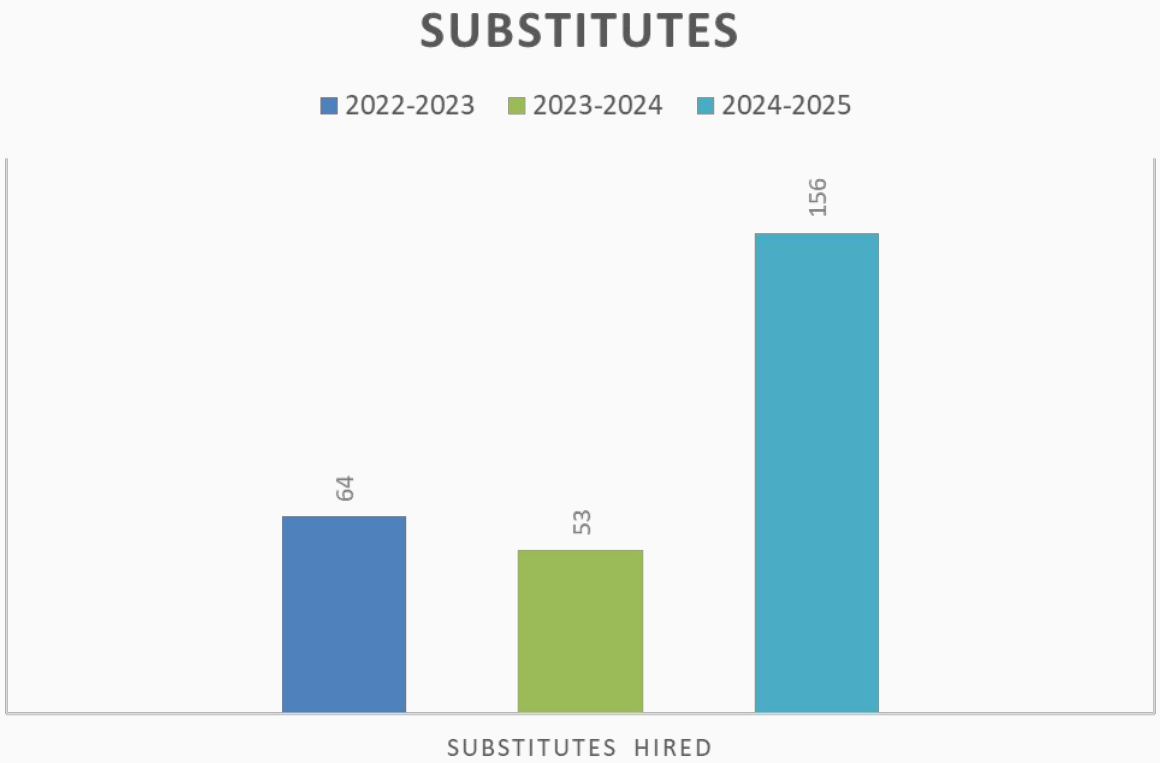

*Current data as of June 30, 2025

# Certificated - Special Education



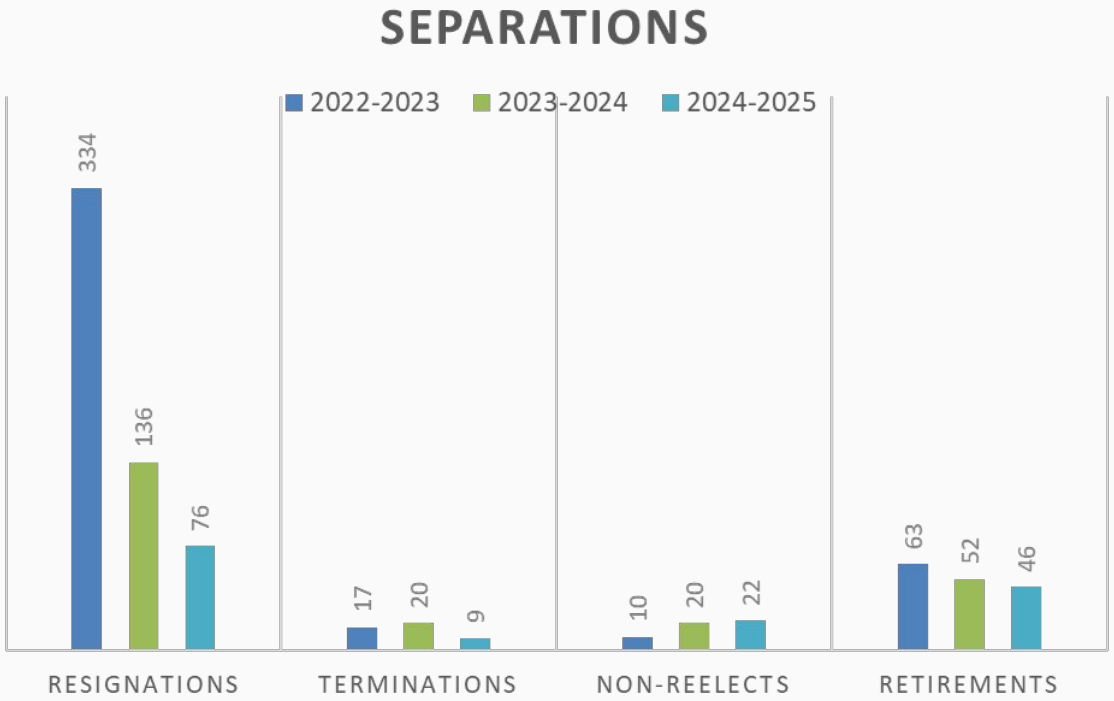

*Current data as of June 30, 2025

# Certificated - Substitutes




*Current data as of June 30, 2025

# Certicated- Separations

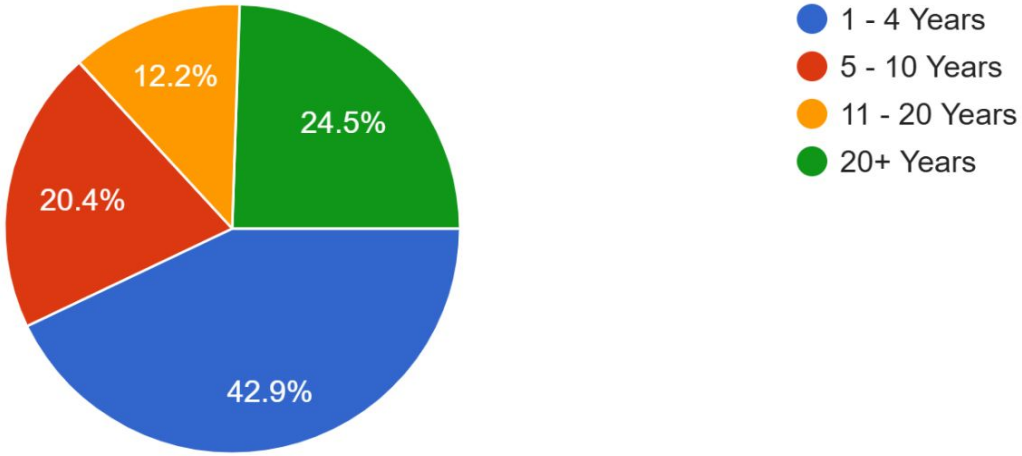



*Current data as of June 30, 2025

# Certificated - Exit Survey

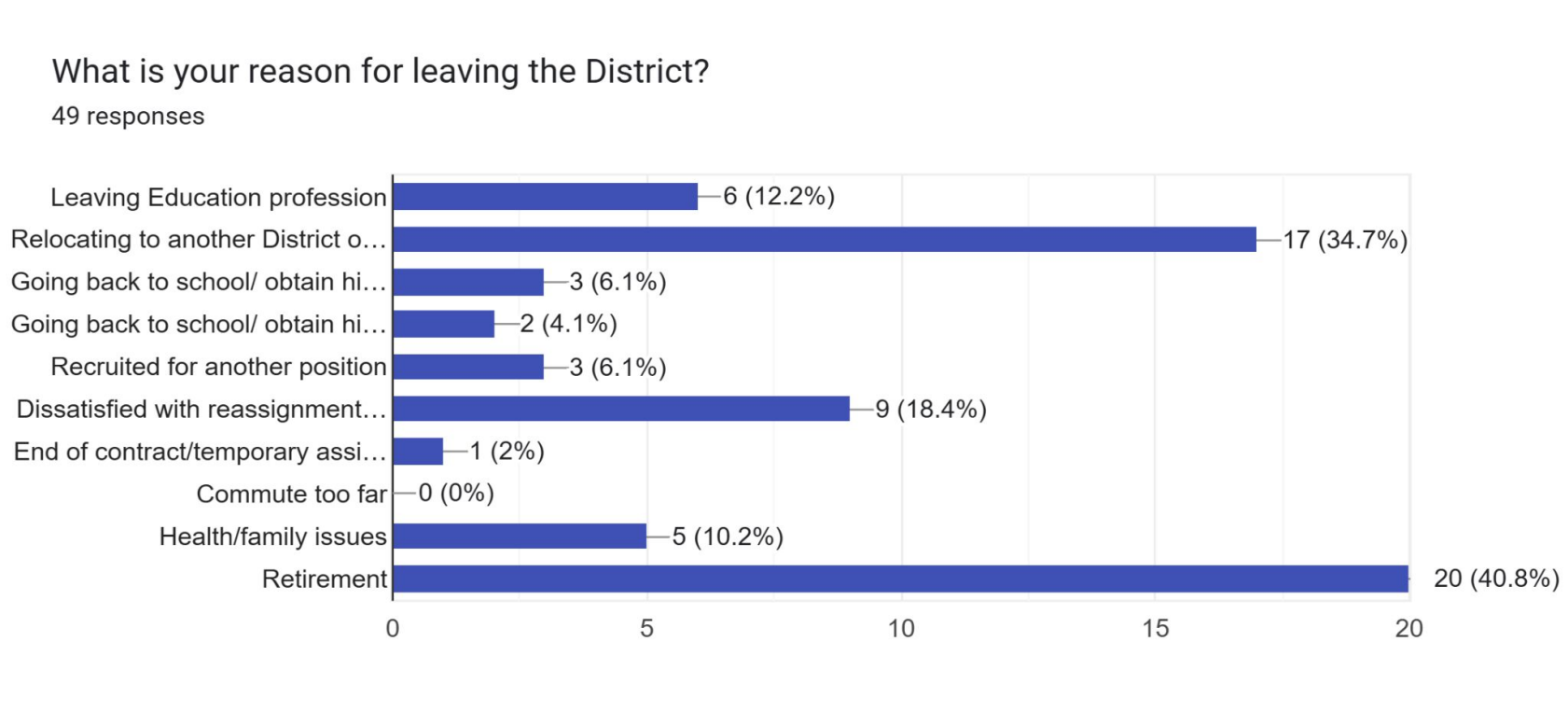
How many years did you teach in this district?

49 responses




*Current data as of June 30, 2025

# Certificated - Exit Survey

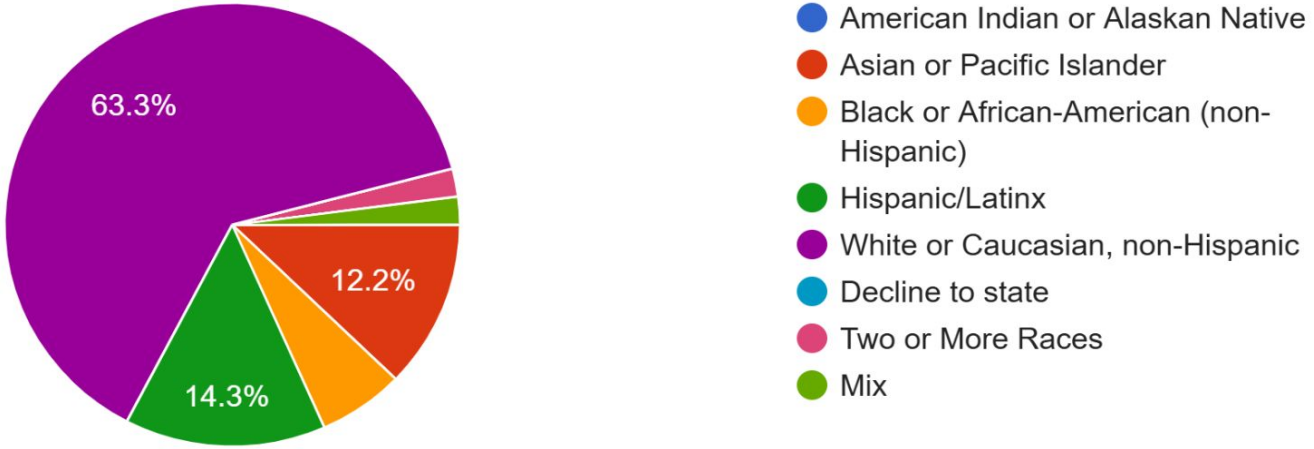



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# Certificated - Exit Survey

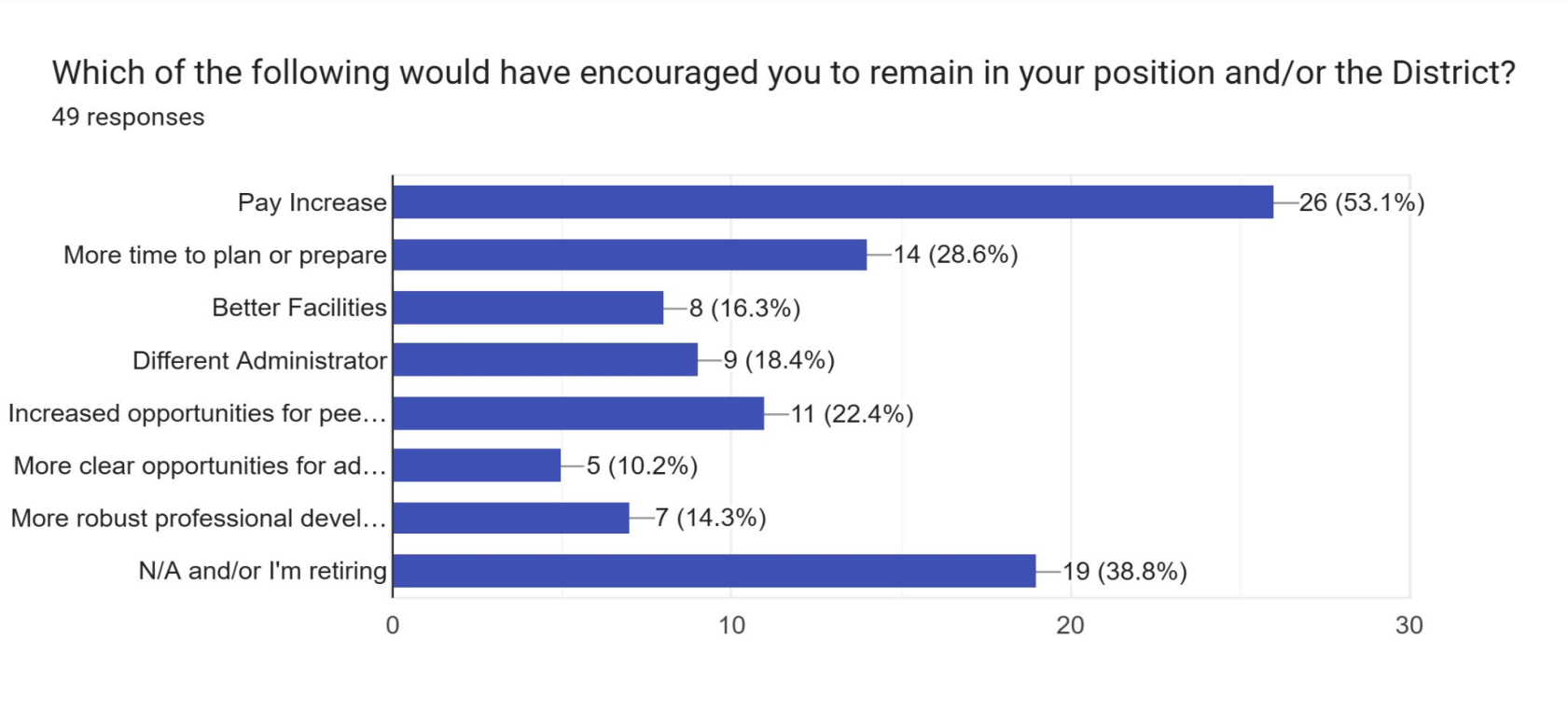
What is your ethnicity?

49 responses




*Current data as of June 30, 2025

# Certificated - Exit Survey

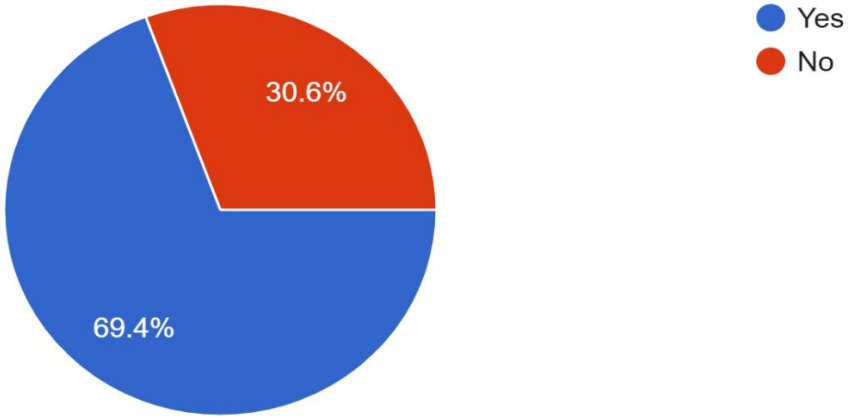



*Current data as of June 30, 2025

# Certificated - Exit Survey

Do you feel you received the proper training and professional development to grow in your role and effectively do your job?

49 responses

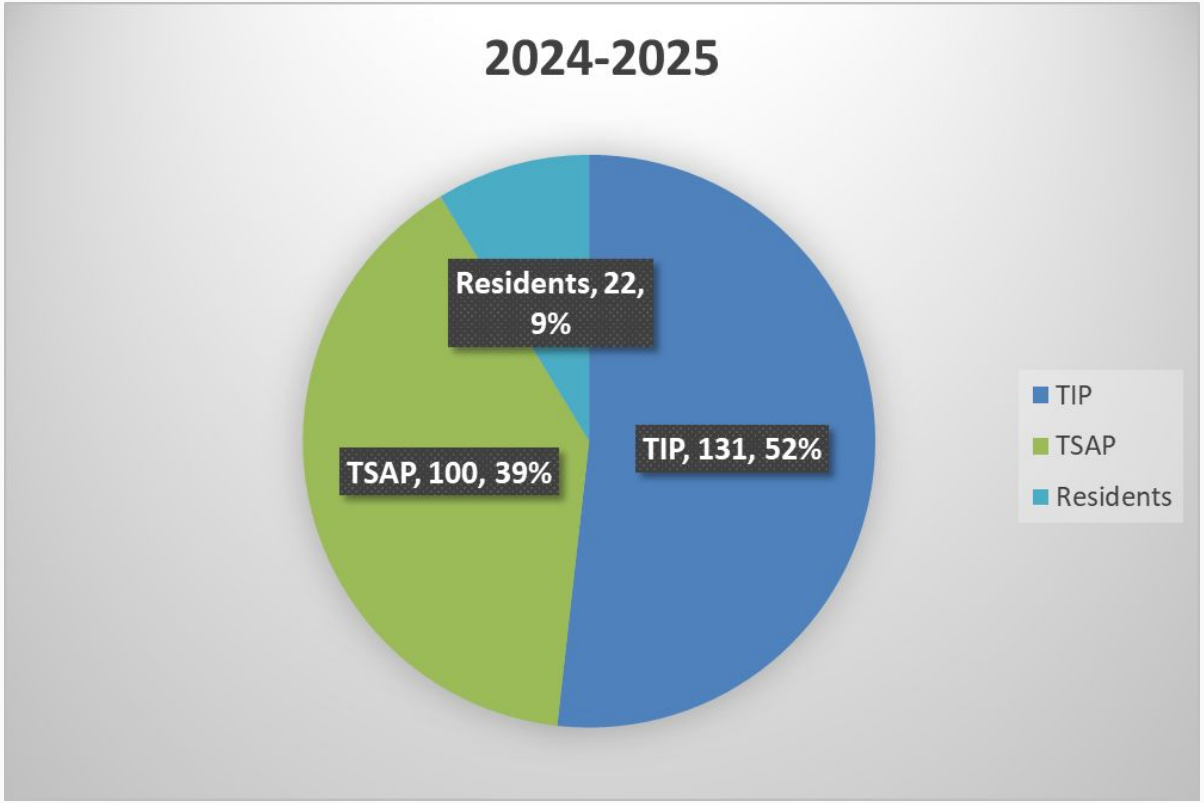



*Current data as of June 30, 2025

# Teacher Development and Support Programs

| Program | Who the Program Supports: | How the Program Supports: | Contact: |
|---|---|---|---|
| **West Contra Costa Teacher Residency Program (WCCTR)** | • Teacher Residents enrolled in our district program (similar to student teaching)<br>• Mentor Teachers | • Monthly support sessions to prepare Teacher Residents to teach in WCCUSD<br>• $35,000 financial support for tuition and living expenses<br>• Mentor teacher professional development | ❖ Kristyn Loy, Coordinator of Teacher Residency Programs<br>kloy@wccusd.net<br>x74511 |
| **Teacher Support and Assistance Program (TSAP)** | • New teachers on Provisional Internship Permits (PIPs), Short-Term Staff Permits (STSPs), and Intern credentials<br>• Mentor teachers<br>• Veteran teachers who have received unsatisfactory evaluations or are referred by administrators | <u>New Teachers:</u><br>• Match with individual mentors<br>• Professional Development workshops for new teachers and mentors<br>• Support with credentialing requirements<br><u>Veteran Teachers:</u><br>• Individualized cycles of coaching support by TSAP Program Assistant | ❖ Tori Sciacca, TSAP Program Assistant<br>tori.sciacca@wccusd.net<br>x74564 |
| **Teacher Induction Program (TIP)** | • Preliminary credentialed teachers (Multiple Subject, Single Subject, and Education Specialists) with induction as a requirement to clear their credential<br>• Support Providers (mentors) | • Match with individual support providers<br>• Professional development workshops for support providers<br>• Guide growth and development through Individualized Learning Plans (ILPs) that are grounded in the CSTPs | ❖ Kelly Reimer, TIP Program Assistant<br>kelly.reimer@wccusd.net<br>x74512 |
| **Serra Campus, Room 5 - 6028 Ralston Ave, Richmond** | | | **Office Clerk: Melissa Faeth, mfaeth@wccusd.net x74510** |

# Certificated - Grow Our Own Programs




*Current data as of June 30, 2025

# Recruitment Strategy 2025-2026

- Add EdJoin links in all staff email signatures
- Electronic school sign advertisement
- Host virtual and in-person job fairs
- Innovative Outreach Approaches and Social Media Strategies
  - i.e. Nextdoor, Indeed, LinkedIn
- Schedule Mass Interview/Testing Events

# Resources for Success

- **Staffing:** Dedicated HR recruitment staffing, data analysts, communications team
- **Technology:** EdJoin, Indeed, onboarding platforms, and virtual job fair tools
- **Partnerships:** MOUs with universities, community orgs, and state agencies
- **Marketing Materials:** Professional graphics, video production, and swag
- **Budget:** Incentives, event hosting, and advertising
- **Professional Development:** attending trainings, coaching, and attaining certifications

# Certificated - Staffing Committee

- **Staffing Committee Attendees:** HR, Business Services, PowerSchool, Site Administration
- Site presents data and rationale for additional FTE
- Committee reviews FTE requests and PowerSchool data
- HR/Business Services/PowerSchool determines if requests are approved
- Business Services will begin the process of approval with a personnel requisition which is routed to HR to complete.
- Sites are notified, if approved!

# Certificated - High Needs Sites

- Bayview
- Coronado
- Verde
- West County Mandarin
- Korematsu
- Kennedy
- El Cerrito
- Pinole Valley
- Richmond

# Classified Employees

We do more than hire...

Denise Steen
Director, Classified Employees

# SOME OF WHAT WE TAKE CARE OF...

## This...

- POST, COLLECT, REVIEW, QUALIFY AND SEND CANDIDATES FOR INTERVIEWS
  - ➢ Food Service, Custodial, Maintenance & Operations, Special Education, Clerical
- PROCESS NEW HIRES
  ➢Fingerprinting, paperwork, required tests
- HANDLE ALL INFORMATION IN MUNIS
  ➢Track PCNs for accurate placement
- PROVIDE PAYROLL WITH ACCURATE RANGE, STEPS, SALARY AND START DATES
- NEW HIRE ORIENTATION
- ABSENCE TRACKING FOR ALL CLASSIFIED IN ESCHOOL (and troubleshoot issues)
- SECURE AND SEND SUBS

## Then...

- Transfers, promotions, demotions
- Salary steps and processing stipends for certifications
- Process leave requirements

  ➢FMLA, accommodations and modifications, maternity leaves

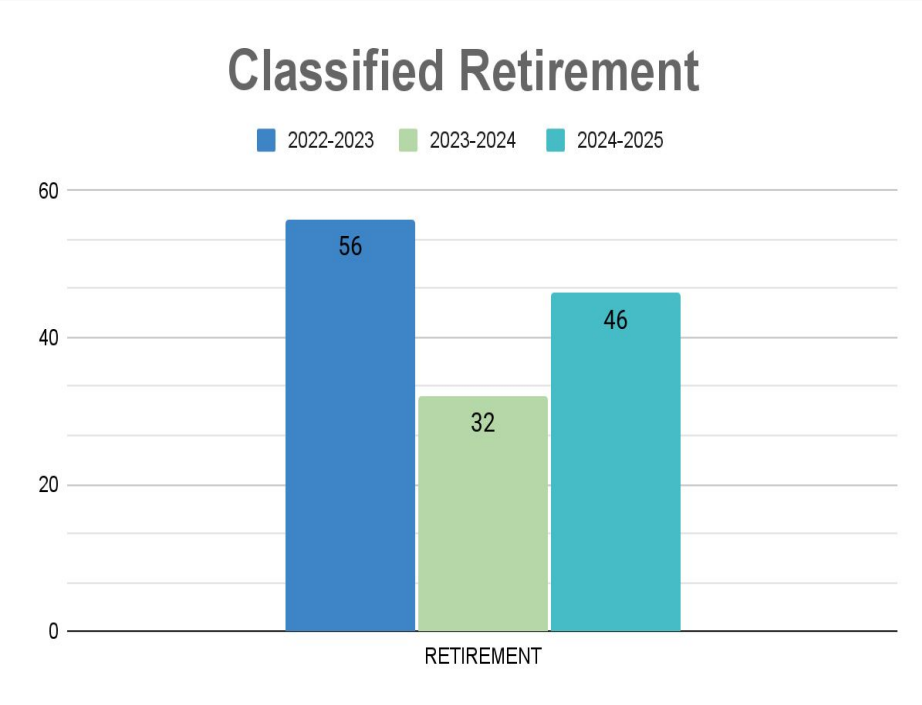
  ➢Workers Comp claims (For all district employees)

  ➢Health and Safety (Keenan, CCCSIG, Ergonomics, Uniforms/Shoes)
- Benefits (For all district employees)
- Unemployments
- Resignations
- Retirements

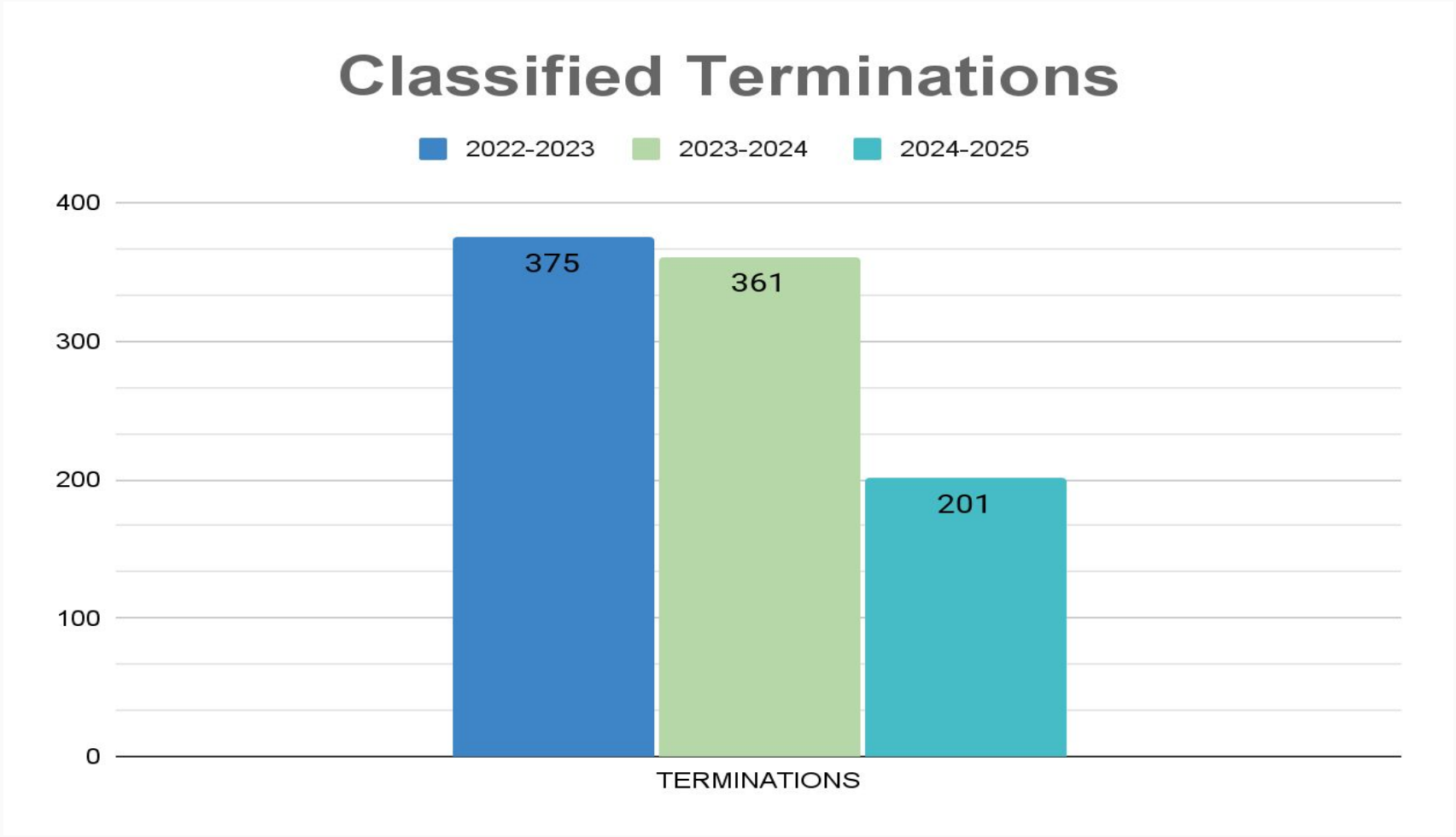
## And...

We have deep (and sometimes) difficult conversations with employees for many reasons, often providing resources for support through our EAP (Employee Assistance Program)

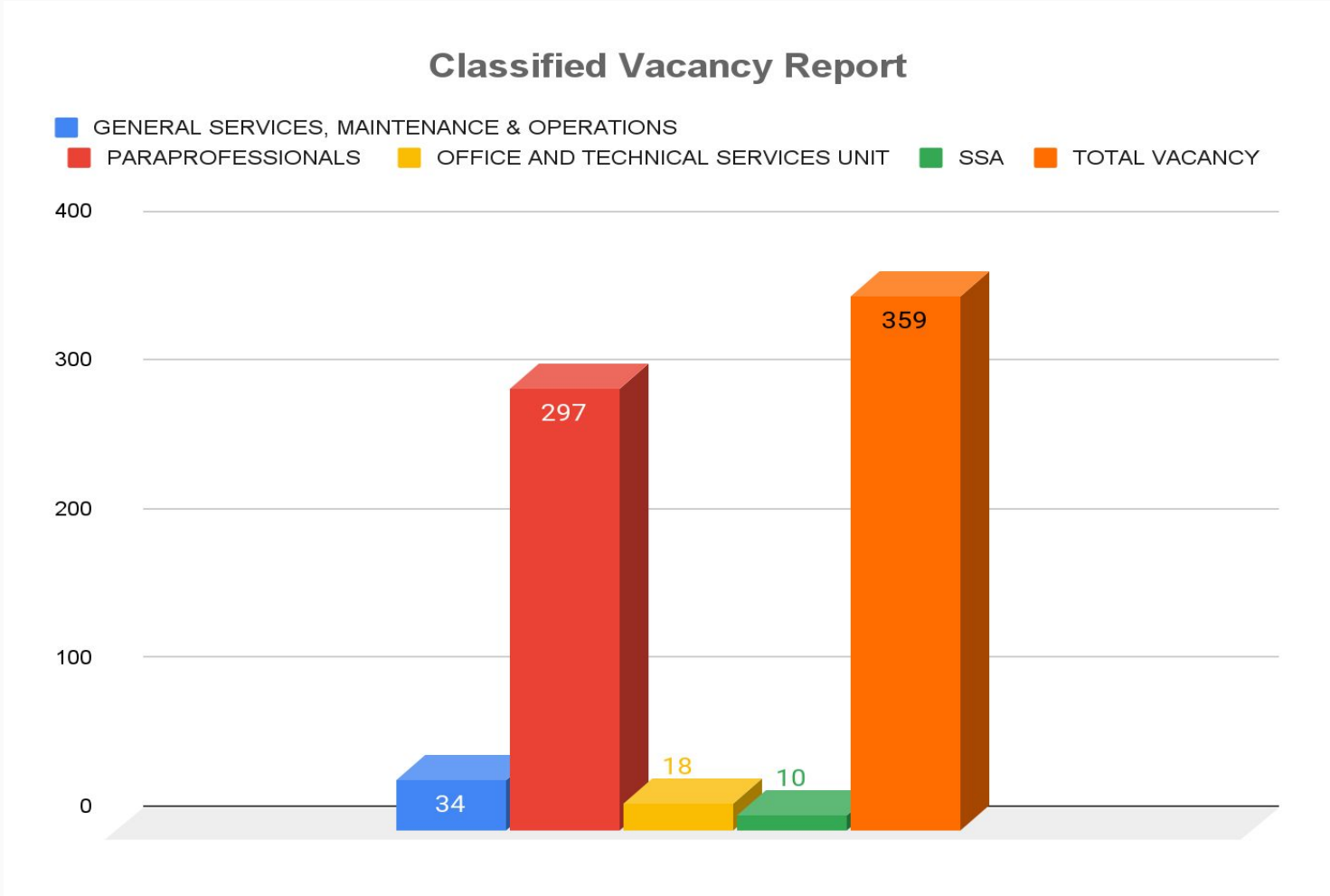


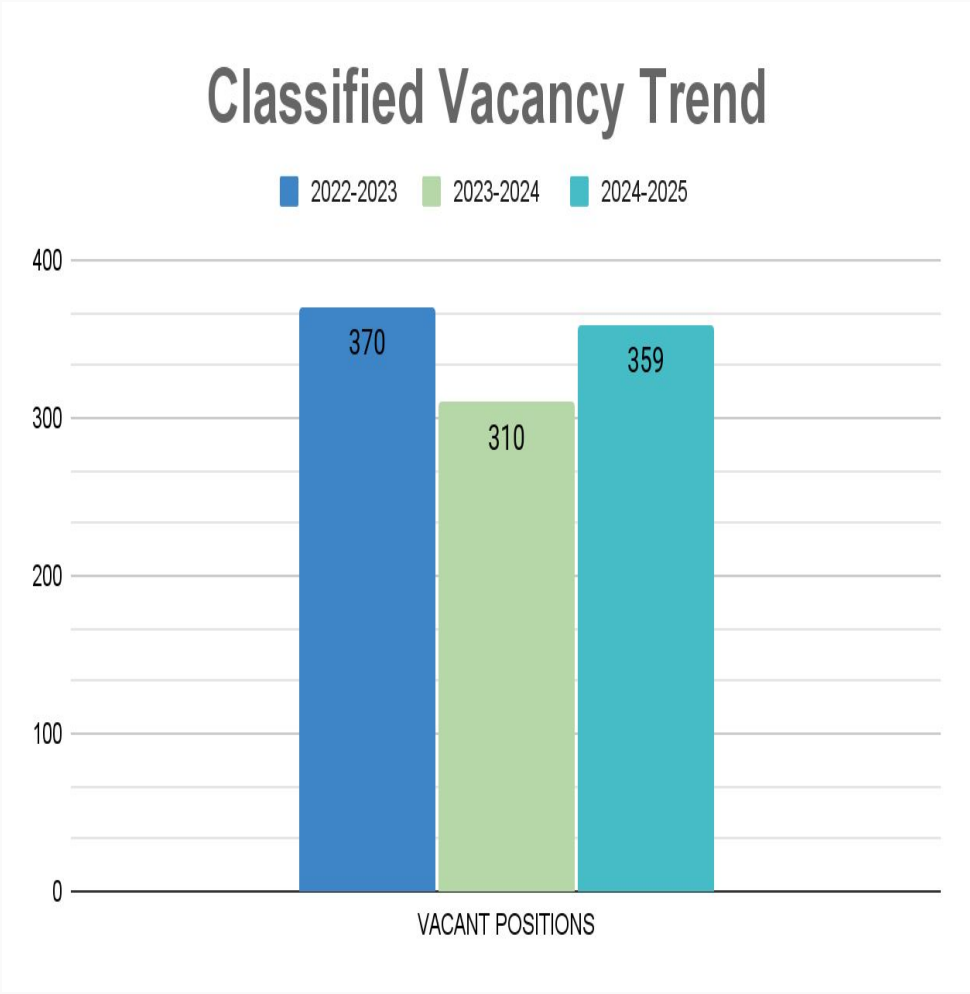

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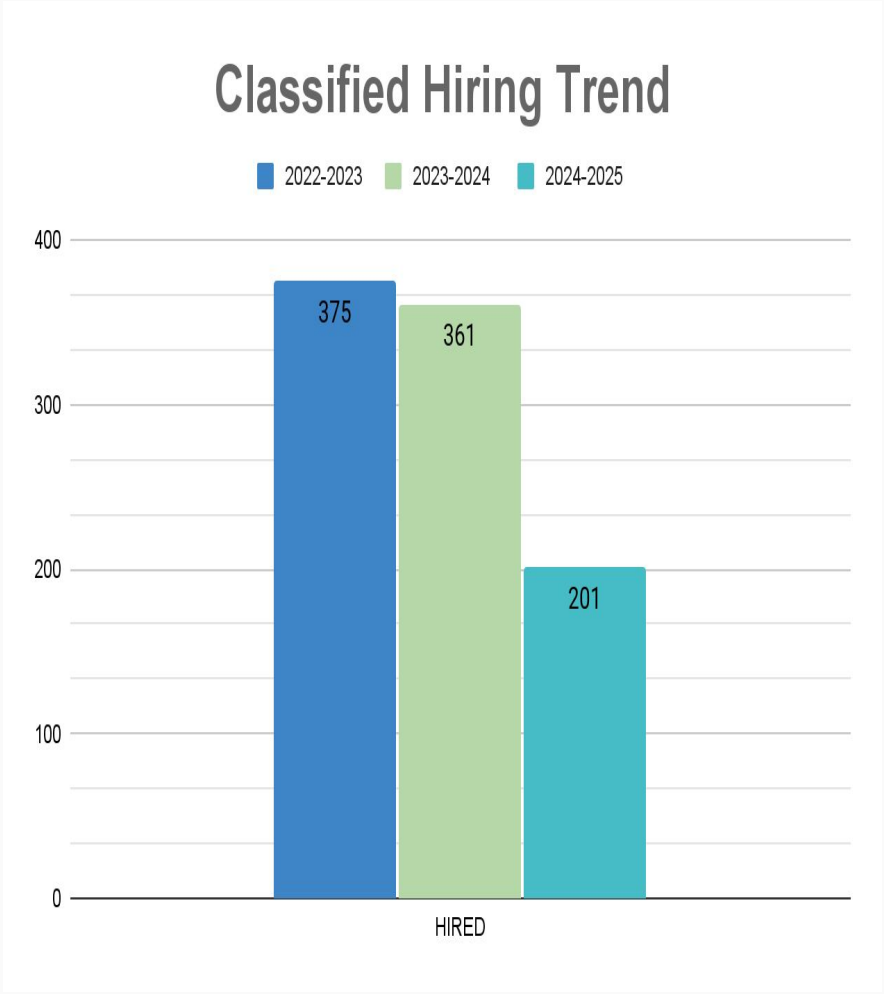



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# Recruitment Strategy 2025-2026

- Place EdJoin links for all vacancies (Paraprofessional open until filled)
- Partner with Certificated to host virtual and in-person job fairs (2-3 per season)
- Innovative Outreach Approaches and Social Media Strategies
- Attend Local Community Events
- Schedule In-person Interviews with potential offers at that time
- Personalized descriptions of potential benefits to WCCUSD employment
- Quick turnaround time for applicants to hear back and schedule appointments

# Classified Professional Development & Support

| Program | Who the Program Supports: | How the Program Supports: | Contact: |
|---|---|---|---|
| **West Contra Costa Classified Training Day** | • All Classified Employees (October 13, 2025) | • Provide round robin options for various topics relating to best practices, potential promotions, and | Denise Steen<br>Alison Makala<br>Kim Chamberlain |
| **Weekly Early Release days for Classroom Support Aides and 1:1s** | • All classified paraprofessional working in SpEd classrooms<br>• | • One hour sessions (modules) on topics related to students in Special Education classes (i.e., Autism, behaviors, use of Augmented Devices, et.al.) | Scott Booth<br>Denise Steen |
| **CPR, CPI , and Job Alike Training** | • Paraprofessional IIIs | • Partner with Adult Education to provide CPR to paraprofessional who require the training to support Extensive Needs Students<br>• Partner with School Psychologist to provide training on Crisis Prevention Intervention | Greg Brooks<br>Scott Booth<br>Denise Steen |
| | | | |




# Thank you!

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**WE ARE HR!!!**