

# **BOARD AGENDA ITEM**

February 12, 2019

## **SUBJECT:**

Recruitment and Retention Committee Update

## **BACKGROUND:**

The Recruitment and Retention Committee concluded with a specific set of recommended action steps and the need for a more detailed analysis of each. To facilitate this process, three (3) working committees were established, one of which focuses on the development and implementation of a job and task analysis.

## **ADMINISTRATIVE CONSIDERATION:**

The Recruitment and Retention Sub-Committee focused on workload and task analysis finalized a task analysis tool and prepared an implementation plan to conduct a job and task analysis focused on teachers. The following tool and implementation plan are proposed.

The committee determined that the best method to gather consistent and meaningful data was a diary method with a pre-defined list of work categories. The diary will be segmented into 10 minute time blocks. The work categories group like activities applicable across all grade levels and content areas while providing insight into the varied tasks teachers engage in on a daily, weekly, monthly, quarterly, and annual basis.

Randomly selected teachers will complete the diary process and Human Resources will calculate time spent per activity per frequency rate for further analysis. Details regarding the tool, process, and timeline can be found in the attached implementation plan.

## **RECOMMENDATION:**

For information only.

## **ATTACHMENT:**

Implementation Plan  
Sample Diary Log  
Activity and Frequency Legend

## **PREPARED BY:**

Jennifer Hart

## **Job and Task Analysis Implementation Plan**

The Recruitment and Retention Sub-Committee focused on workload and task analysis finalized a task analysis tool and prepared an implementation plan to conduct a job and task analysis focused on teachers. The following tool and implementation plan are proposed.

### ***The Tools – Paper Diary and Online Data Entry Form***

The committee determined that the best method to gather consistent and meaningful data was a diary method with a pre-defined list of work categories. The diary will be segmented into 10 minute time blocks beginning at 6:30 am and ending at 9:00 pm to ensure work performed before and after school hours is adequately captured. The work categories are intended to group like activities applicable across all grade levels and content areas while providing insight into the varied tasks teachers engage in on a daily, weekly, monthly, quarterly, and annual basis. The categories are as follows:

- Professional Development
- Duty
- Data Collection/Analysis
- IEP/504 Meetings
- Grading Assessments
- Discipline Paperwork
- Work Related Communication
- Direct Communication with Parents
- Instructional Planning
- Preparing for Instruction
- Creating Assessments
- Instruction
- Planned Interruptions
- Unplanned Interruptions
- Clerical Items
- Classroom Environment
- Paid Extra Curricular Activities
- Other Extra Curricular Activities
- Administering or Grading a District Assessment
- Administering a State or National Assessment
- Other

### ***The Process***

Classroom teacher positions will be segmented into PK-2, 3-5, 6-8, and 9-12. Forty teachers from each group will be selected randomly and asked to complete the diary for a period of 4 weeks. During the first two weeks, each teacher will record all activity throughout the day on the diary using the categories provided. At the end of each day, each teacher will send the completed diary to Human Resources who will calculate the total time spent in each category and enter it into the online form. After the first two weeks, each teacher will spend the next two weeks documenting only activities they perform on a weekly, monthly, quarterly, or annually basis. Any quarterly or annual activity not performed during the data collection period should be included with an estimate of time spent. All final diaries will be sent to Human Resources for final calculation and entry into the online form.

### ***The Timeline***

- Feb 5 – Draft plan is presented to stakeholder groups for questions and final modifications
- Feb 12 – Implementation plan is presented to the Board of Education
- Feb 22 – Randomly selected teachers will be notified
- Mar 1 – Participating teachers will attend a brief workshop to review the data collection process
- Mar 4 – Data collection begins
- Mar 29 – Data collection ends
- Apr 5 – All diaries should be submitted to Human Resources and online forms complete

Time Block	Activity	Frequency
6:30 AM		
6:40 AM		
6:50 AM		
7:00 AM		
7:10 AM		
7:20 AM		
7:30 AM		
7:40 AM		
7:50 AM		
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Time Block	Activity	Frequency (D,W,M,Q,A)
2:00 PM		
2:10 PM		
2:20 PM		
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9:00 PM		

## Activity Category Legend

**PD:** Professional Development - Observing other teachers, PLC, Safe School Videos, Required PD or Meetings  
**DU:** Duty - Morning Duty, Afternoon Duty, Hall Duty, Lunch Duty  
**DA:** Data Collection/Analysis - Progress Monitoring  
**EI:** IEP/504 Meetings - Meeting only not including paperwork  
**GA:** Grading Assessments - Quizzes, Tests, Projects  
**DI:** Discipline Paperwork - ABE, ISS Work, Makeup Work due to OSS  
**CO:** Work Related Communication - Emails, Classroom Newsletter, Webpage Update  
**DC:** Direct Communication with Parents - Conference, Email, Phone, Dojo, Remind  
**IP:** Instructional Planning - Planning meetings, uploading lesson plans, planning accommodations or modifications  
**PR:** Preparing for Instruction - Making copies, gathering materials  
**CA:** Creating Assessments  
**IN:** Instruction - Teaching whole group, small group, intervention groups, administering classroom assessments  
**PI:** Planned Interruptions - Announcements, Programs  
**UI:** Unplanned Interruptions - Technology Issues, Tardies, Discipline Problems, etc.  
**CL:** Clerical Items - Forms, Receipts, Attendance  
**EN:** Classroom Environment - Cleaning, Decorating, Organizing, Hanging student work  
**PE:** Paid Extra Curricular Activities - Coaching, Tutoring  
**EX:** Other Extra Curricular Activities - Sporting Events, PTO Events, School/District Committee, Clubs)  
**AS:** Administering or Grading a District Assessment - Benchmark, F and P, Diagnostics, Screeners, MI, RI  
**SA:** Administering a State or National Assessment - AP Exams, CogAt/ITBS, SCREADY  
**OTHER**

## Frequency Legend

**D:** Daily  
**W:** Weekly  
**M:** Monthly  
**Q:** Quarterly  
**A:** Annually