

PRINCIPAL'S HUMAN RESOURCES BILL OF RIGHTS: UPDATED



Purpose	The Principal's HR Bill of Rights is a clear set of the most important expectations that principals should have for HR's work. The HR team and principals can use this list to establish a common understanding and guide their joint efforts.
Intended User(s)	Principal Supervisors, Principals, HR Chief, HR Partners

All principals have the right to expect the following from Human Resources/Human Capital/Talent Management departments. HR must act with urgency to ensure:

- **Effective & Differentiated Staffing Policies** that help, not hinder recruitment and retention and ensure high-needs schools have \geq access to effective staff
- **Streamlined, Efficient Services** that save time and simplify principals' lives
- **Quality Pools, Tools, & Resources** to support principals' day-to-day work
- **Personalized Learning Opportunities** to support their growth as HC Leaders

PRINCIPAL'S HUMAN RESOURCES BILL OF RIGHTS TOOL



<i>Can all principals expect the following from our HR/Talent team?</i>		No	Yes
EFFECTIVE & DIFFERENTIATED STAFFING POLICIES			
1	Mutual Consent Staffing/ No Forced Placements		
2	Early Hiring to Fill Vacancies		
3	A Distinct Strategy for Helping High-Needs Schools Recruit & Retain Staff		
4	Specific Programs/ Strategies to Recruit & Retain Teachers of Color		
5	Partnership with Others to Help Principals Innovate their Staffing Model		
STREAMLINED, EFFICIENT SERVICES			
6	One Single Point of Contact & Strategic Thought Partner for Human Capital		
7	Alignment and Collaboration with Principal Supervisors		
8	Efficient & Frustration-Free HR Processes & Systems		
QUALITY POOLS, TOOLS, & RESOURCES			
9	Robust & Diverse Candidate Pools Accessible All Year Long		
10	Timely & Accurate Data of HC Trends in their School		
11	Support & Tools for Addressing Staff Underperformance & Misconduct		
PERSONALIZED LEARNING OPPORTUNITIES			
12	Opportunities to learn from/with peers' on HC strategies for their needs		

EFFECTIVE & DIFFERENTIATED STAFFING POLICIES - DETAIL

- 1. Mutual Consent Staffing/ No Forced Placements:** Staffing decisions are made with the consent of both teachers and school principals. HR/Talent supports principals by facilitating the matching of teachers to schools based on mutual agreement, reducing conflicts and ensuring a better fit between teachers and school environments.
- 2. Early Hiring to Fill Vacancies:** HR/Talent helps school principals by implementing proactive hiring practices that allow schools to fill vacancies early and ensure 100% of vacancies filled for school opening, reducing disruptions to student learning. Furthermore, HR/ Talent should prioritize early hires in critical shortage fields such as math, science, special education, bilingual education, etc.
- 3. A Distinct Strategy for Helping High-Needs Schools Recruit & Retain Staff:** HR/Talent must develop specialized recruitment and retention strategies tailored to the unique needs of high-needs schools. These strategies can include financial incentives, professional development, and additional support to attract and retain quality educators.
- 4. Specific Programs/ Strategies to Recruit & Retain Teachers of Color:** HR/Talent collaborates with principals to implement programs and strategies aimed at increasing the representation of teachers of color in the workforce, ensuring diverse role models for students and a more inclusive learning environment.
- 5. Partnership with Others to Help Principals Innovate their Staffing Model:** HR/Talent works in partnership with various internal and external stakeholders, including Budget, Academics, and community organizations, to support principals in developing innovative staffing models that meet the specific needs of their schools.

STREAMLINED, EFFICIENT SERVICES - DETAIL

- 6. One Single Point of Contact & Strategic Thought Partner for Human Capital:** HR/Talent has a single point of contact and a trusted advisor to school principals, offering guidance and expertise on all human capital matters, simplifying communication and decision-making. The recommended ratio is 1 HR Partner for no more than 25 Elementary Schools and 1 HR Partner for no more than 15 Secondary Schools (middle and high schools).
- 7. Alignment and Collaboration with Principal Supervisors:** HR/Talent coordinates closely with principal supervisors to ensure that staffing decisions align with the overall educational goals of the district, promoting collaboration and synergy between human capital management and educational leadership.
- 8. Efficient & Frustration-Free HR Processes & Systems:** HR/Talent streamlines human resources processes and systems to reduce administrative burdens on principals, allowing them to focus on instructional leadership rather than bureaucratic or paper-driven tasks.

QUALITY POOLS, TOOLS, & RESOURCES - DETAIL

9. **Robust & Diverse Candidate Pools Accessible All Year Long:** HR/Talent maintains a pool of qualified and diverse teaching candidates that are easily accessible to principals throughout the year, making it easier for schools to find suitable replacements and new hires when needed.
10. **Timely & Accurate Data of HC Trends in their School:** HR/Talent provides school principals with real-time data and insights regarding human capital trends within their school, enabling them to make informed decisions about staffing and resource allocation.
11. **Support & Tools for Addressing Staff Underperformance & Misconduct:** HR/Talent equips principals with the necessary tools and support to address issues related to staff underperformance and misconduct, ensuring a safe and effective learning environment for students.

PERSONALIZED LEARNING OPPORTUNITIES - DETAIL

12. **Opportunities to learn from/with peers on HC strategies for their needs:** HR/Talent facilitates opportunities for school principals to collaborate with their peers, sharing best practices and innovative human capital strategies to address their unique needs and challenges, promoting continuous improvement in staffing and talent management.

RECOMMENDED ACTIONS



Review your gap areas and the suggested actions below.

Effective & Differentiated Staffing Policies Recommendations

- Teams can start by conducting a comprehensive review of their current staffing policies. Focus on policies that can be adjusted to better attract, recruit, and retain quality staff.
- They should seek feedback from principals and staff to identify pain points and areas for improvement. Collaborate with principals to align policies with their needs and goals.
- Regularly analyze data to assess the impact of policy changes and make adjustments.

Streamlined, Efficient Services

- Begin by mapping out the HR processes from the perspective of principals. Identify bottlenecks and unnecessary steps that can be eliminated or streamlined.
- Implement tech solutions to automate repetitive tasks & provide self-service options for principals.
- Establish clear communication channels and response times for HR inquiries.
- Continuously gather feedback from principals to fine-tune services and ensure they are truly saving time and simplifying their work.

Quality Pools, Tools, & Resources

- Explore community partnerships to cast a wider net for potential candidates.
- Develop a system for identifying and updating a comprehensive set of resources, tools, and templates that principals can easily access. Collaborate with principals to understand their specific needs and challenges, and tailor the resources accordingly.
- Regularly update the pool of resources to ensure they are relevant and up-to-date.
- Provide training sessions or workshops to guide principals on effectively using the provided tools and resources in their day-to-day tasks.

Personalized Learning Opportunities

- Align with preparation providers on what is and is not covered in their programming.
- Conduct assessments or surveys to gauge the current level of HR leadership skills among current principals and areas where they'd like to learn more.
- Design learning opportunities that cater to various skill levels and preferences.
- Offer a mix of workshops, webinars, one-on-one coaching, and online courses. Allow principals to choose the learning paths that align with their needs and interests.
- Encourage peer learning to create a supportive learning community among principals.

Remember, continuous feedback and collaboration with principals are key in all these areas. By involving principals in the process, HR teams can better understand their unique needs and challenges, and tailor their efforts for maximum impact.