



HR Power Hour Notes

January 14, 2021

Department Updates

➤ Recruiting

- Virtual Career Fair- January 21, 2021
- Hiring for the following positions Subs/High Needs/Paras/Teachers 2020 & 21 school year
- Any questions regarding recruiting reach out to Aaron Watkins or Eric Tyler
 - Aaron Watkins- Email: Aaron.Watkins@kckps.org Phone: 913-706-5283
 - Email: Eric Tyler- Eric.Tyler@kckps.org Phone: 913-627-2411
- Recruiting email is currently down

➤ Leave

- Work Accommodation Process
 - Request are reviewed by Accommodations committee
 - Work accommodations are not guaranteed
 - People who are considered “high risk” will be a top priority
 - Needs of the building will be looked at as well
 - Refer to talking points given during Admin meeting regarding staff returning to work
 - Ensure staff submit proper documentation to HRleave@kckps.org if they are needing an accommodation
 - Avoid asking staff if they are asking for accommodations.
 - Perhaps ask for volunteers to work in-person from each grade level?

➤ Classified

- HR does not supply any equipment for classified staff. Principal or manager must coordinate this with TIS.
- New Hires
 - Action Items
 - Once principal has received email from Otherine that candidate has accepted the position reply with the number of hours that person will be working
 - Once email from Otherine is received that candidate has completed new hire paper work- Principal must reach out to new hire with instructions regarding where to report on day 2.

➤ Investigations

- Administrators Guide is available for various resources (must be logged in into google account
 - Link- <https://sites.google.com/view/kckpshrguide/home>
 - Link available under Staff Links
 - Link will be share on the Administrators Letter



➤ **Certified**

- Hiring
 - Include “Please Hire” in email subject line when requesting to hire a new candidate
 - Include desired start date and/or school year (2020-2021 or 2021-2022)
 - Currently hiring for both
 - Complete brief social media check before the email is sent
- Separations
 - June 4th, 2021 – Last day to submit official resignation or retirement notice
 - Form is available via TalentEd Records

➤ **Benefits**

- New insurance card have been sent out
- MyBlueKC App available to download
- Insurance begins the month after a new hire is active no matter on the actual date

➤ **Alternative Certification**

- Teaching Fellows- College graduates with content-area expertise work as teachers while they earn their Masters in Teaching.
- Waiver Teachers- KCKPS teachers with general education licenses can work as a SPED teacher as they work on SPED certification.
- Para-to-Teachers- College graduates who have worked as a para, work as SPED teachers while they earn their Masters in Special Education.

➤ **Substitute Staffing**

- If class is being covered in-house, please ask staff to select “No sub required” when submitting absence in AESOP

➤ **Licensure**

- Remind staff that renewal requirement are listed and printed in license
- License lookup link: <https://appspublic.ksde.org/TLL/SearchLicense.aspx>
- Reach out to Jared Alexander for any questions or assistance
Jared.Alexander@kckps.org

➤ **General**

- Unlimited Possibilities- HR Podcast channel
 - Info will be shared on Principal’s newsletter