

Mountain View Elementary

Hiring Action Plan

Recruiting, interviewing, hiring, training, and retaining the best and most qualified candidates for our school is one of the most important things we do on the Mountain View campus. Mountain View is a K-6 elementary school in the Clovis Unified School District that is part of the Clovis North Area. The composition of our student community of 663 students is comprised of 0.7% American Indian, 14.5% Asian, 3.6% African American, 3.1% Filipino, 40.5% Hispanic, 0.7% Pacific Islander, and 34% White. 51% of our student population are Socially Economically Disadvantaged (SED) students, 12% are English Learners (EL's), and 7.2% are Special Education students. Our certificated staff consists of 1 principal, 1 GIS, 35 individuals which includes general education teachers, special education teachers, music/instrumental teachers, speech teachers, and a school psychologist. Our classified staff of 37 individuals include office staff, custodial staff, a library technician, instructional aides, bilingual aides, a health aide, and a school nurse. As we look to hire both certificated and classified staff to join the MV educational team, our primary goal is to recruit, identify, and hire highly qualified, experienced staff who will meet the needs and composition of our school community. In an effort to do so, we have established a comprehensive hiring action plan to ensure newly hired candidates possess the requirements and characteristics we seek when hiring individuals to work with our students and staff. The following actions are in place to guarantee the best candidates are identified, interviewed, and hired during the hiring process:

- Use of Edjoin job posting and applicant tracking system
- Attending and participating at annual CUSD job fair
- Participating at University (Fresno State & Fresno Pacific) hiring fairs
- Networking via social media platforms
- Networking with site principals and/or district administrators (considering student teachers, current substitutes and/or any other recommendations)
- Conducting a thorough, extensive paper screening process
- Checking references prior to determining/granting applicant interviews
- Selecting a wide range of candidates (8-12) to interview for open position
- Conducting panel interviews with support of certificated, classified staff and parent representatives
- Principal to conduct follow-up interviews with top 2-3 candidates
- Conducting additional/follow-up reference checks, social media checks and prior personnel record checks
- Principal attends candidate interview with Area Superintendent
- Principal attends final candidate interview with candidate, Area Superintendent, District Associate Superintendent and District Superintendent

Ultimately, our goal is to hire the best, most highly qualified individuals that will not only meet the needs and composition of our student body, but will also fit the culture, climate, and expectations of Mountain View Elementary and CUSD.