
Shelton School District #309

**700 S. 1st Street
Shelton, WA 98584**

Affirmative Action Plan 2015-2020

To provide the highest quality educational opportunities possible to all students, in environments that nurture and promote each student's unique capabilities and finest achievements.

School Board Review: August 20, 2015

**Shelton School District
AFFIRMATIVE ACTION PLAN
2015-2020**

TABLE OF CONTENTS

| | | |
|-------------------|-----------------------------------------------------------|-------------------|
| Section A: | Policy and Review..... | Page 1-3 |
| Section B: | Workforce Analysis by Race, Ethnicity and Sex..... | Page 4-5 |
| Section C: | Goals and Action Steps for Recruitment..... | Page 6-13 |
| Section D: | Staff Responsibilities..... | Page 14 |
| Section E: | Internal Monitoring and Reporting Process..... | Page 15-16 |

SECTION A

POLICY AND REVIEW

Shelton School District's Equal Employment Opportunity and Nondiscrimination policy is noted below. The Affirmative Action Officer will report progress of the District's Affirmative Action Plan to the school board, as part of its standard reporting procedures. Copies of the Affirmative Action Plan will be made available to the Office of Superintendent of Public Instruction, staff members, community groups and other interested parties upon request.

BOARD POLICY

Personnel

Policy No. 5010

Nondiscrimination and Affirmative Action

Nondiscrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity shall be provided without discrimination with respect to race, color, creed, national origin, sex, sexual orientation including gender identity, marital status, age (over 40), the presence of any sensory, mental or physical disability, the use of trained dog guide or service animal by a person with a disability, retaliation for opposing an unfair practice, filing a whistleblower complaint with the Washington State Auditor, filing a nursing home abuse complaint, or any other basis prohibited by law. The district may give preference to a United States citizen or national over an authorized alien if two candidates are equally qualified.

The board shall designate a staff member to serve as Affirmative Action/Title IX Compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which shall make effective equal employment opportunities for staff and applicants for employment. Such affirmative action shall include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, handicapped, ethnic minorities, women and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action shall also include recruitment, selection, training, education and other programs.

The superintendent shall develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and shall ensure that no such procedures discriminate against any individual. Reasonable steps shall be taken to promote employment opportunities of those classes that are recognized as protected groups – aged, handicapped, ethnic minorities and women and Vietnam veterans, although under state law racial minorities and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, shall be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy shall be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions shall prevail:

- A. No qualified person with disabilities shall, solely by reason of a disability, be subjected to discrimination, and the district shall not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
- B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
 1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district shall not make use of any employment test or criteria that screens out persons with disabilities unless:
 1. The test or criteria is clearly and specifically job-related; and
 2. Alternative tests or criteria that do not screen out persons with disabilities are available.
- D. While the district may not make pre-employment inquiry as to whether the applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Date Approved: May 24, 2005

Date Revised: April 11, 2006

Date Revised: January 22, 2008

Cross References

Board Policy 5270 Resolution of Staff Complaints
Board Policy 5407 Military Leave

Legal References:

RCW 28A.400.310 Law against discrimination applicable to district's employment practices
RCW 28A.640.020 Regulations, guidelines to eliminate discrimination - Scope
RCW 49.60 Law Against Discrimination – HB 2661 1/27/06
RCW 49.60.030 Freedom from discrimination
RCW 49.60.180 Unfair practices of employer defined
RCW 49.60.400 Affirmative action, discrimination prohibited (I-200)
RCW 73.16 Employment and Re-employment
WAC 392-200 Employment Discrimination
WAC 392-200-015 Public school employment – Affirmative action program
42 USC 2000c - 2000c-9 - Title VII of the Civil Rights Act of 1964
42 USC 2000h - 2000h-6 - Title IX of the Educational Amendments of 1972
42 USC 12101 - 12213 Americans with Disabilities Act
29 USC 706
8 USC 1324a and 1324b (IRCA) Immigration Reform and Control Act of 1986
38 USC §§ 2021-2024 Uniformed Services Employment and Re-employment Rights Act
45 CFR 84 Sec 504 Vocational Rehabilitation Act of 1973
Executive Order 11246 Amended by Executive Order 11375

SECTION B
WORKFORCE ANALYSIS BY RACE, ETHNICITY AND SEX

| Job Group: Educational Admin. | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 26 | 18 | 0 | 0 | 0 | 0 | 0 |
| Current Utilization – Percent of Staff | | 69.2 | 0 | 0 | 0 | 0 | 0 |
| Availability Percent (State-wide) | | 59.4 | 10.8 | 3.9 | 3.5 | 2.1 | 1.3 |
| Goals Set (Yes or No) | | N | Y | Y | Y | Y | Y |

| Job Group: Elem/Middle Teachers | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|--------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 182 | 139 | 16 | 0 | 11 | 1 | 4 |
| Current Utilization – Percent of Staff | | 76.4 | 8.8 | 0 | 6.0 | .55 | 2.2 |
| Availability Percent (State-wide) | | 74.2 | 7.2 | 1.9 | 2.5 | 2.1 | .70 |
| Goals Set (Yes or No) | | N | N | Y | N | Y | N |

| Job Group: Secondary Teachers | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 68 | 28 | 2 | 0 | 1 | 0 | 1 |
| Current Utilization – Percent of Staff | | 41.2 | 2.9 | 0 | 1.5 | 0 | 1.5 |
| Availability Percent (State-wide) | | 54.9 | 7.1 | 2.0 | 2.4 | 1.9 | 0.8 |
| Goals Set (Yes or No) | | Y | Y | Y | Y | Y | N |

| Job Group: Para-Professionals | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 133 | 126 | 23 | 1 | 12 | 4 | 6 |
| Current Utilization – Percent of Staff | | 94.7 | 17.3 | .80 | 9.0 | 3.0 | 4.5 |
| Availability Percent (Metro: Olympia) | | 97.2 | 6.2 | 0 | 3.0 | 1.3 | 1.9 |
| Goals Set (Yes or No) | | Y | N | N | N | N | N |

| Job Group: Maint./Custodial | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 34 | 11 | 9 | 1 | 4 | 2 | 2 |
| Current Utilization – Percent of Staff | | 32.4 | 26.5 | 2.9 | 11.8 | 5.9 | 5.9 |
| Availability Percent (Metro: Olympia) | | 25.6 | 17.2 | .85 | 6.6 | 6.7 | 3.0 |
| Goals Set (Yes or No) | | N | N | N | N | Y | N |

| Job Group: Bus Drivers | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 28 | 22 | 1 | 0 | 1 | 0 | 0 |
| Current Utilization – Percent of Staff | | 78.6 | 3.6 | 0 | 3.6 | 0 | 0 |
| Availability Percent (Metro: Olympia) | | 47.7 | 1.6 | .8 | 0 | 0 | .8 |
| Goals Set (Yes or No) | | N | N | Y | N | N | Y |

| Job Group: Food Service | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 23 | 22 | 0 | 0 | 0 | 0 | 0 |
| Current Utilization – Percent of Staff | | 95.7 | 0 | 0 | 0 | 0 | 0 |
| Availability Percent (Metro: Olympia) | | 72.6 | 31.0 | 5.8 | 10.5 | 14.7 | 0 |
| Goals Set (Yes or No) | | N | Y | Y | Y | Y | N |

| Job Group: Secretaries | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 35 | 35 | 4 | 0 | 3 | 0 | 1 |
| Current Utilization – Percent of Staff | | 100 | 11.4 | 0 | 8.6 | 0 | 2.9 |
| Availability Percent (Metro: Olympia) | | 95.9 | 4.5 | 1.1 | 1.5 | 1.3 | .6 |
| Goals Set (Yes or No) | | N | N | Y | N | Y | N |

SECTION C
GOALS AND ACTION STEPS FOR RECRUITMENT

ADMINISTRATORS

| Job Group: Educational Admin. | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|----------------------------|---------------|---------------------------|-----------------------------|-----------------|--------------------------------|----------------------------|
| Current Utilization – Numbers of Staff | 26 | 18 | 0 | 0 | 0 | 0 | 0 |
| Current Utilization – Percent of Staff | | 69.2 | 0 | 0 | 0 | 0 | 0 |
| Availability Percent (State-wide) | | 59.4 | 10.8 | 3.9 | 3.5 | 2.1 | 1.3 |
| Goals Set (Yes or No) | | N | Y | Y | Y | Y | Y |

Minority availability within this job group is 10.8%; current utilization is 0%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

ELEMENTARY AND MIDDLE SCHOOL TEACHERS

| Job Group: Elem/Middle Teachers | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|--------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 182 | 139 | 16 | 0 | 11 | 1 | 4 |
| Current Utilization – Percent of Staff | | 76.4 | 8.8 | 0 | 6.0 | .55 | 2.2 |
| Availability Percent (State-wide) | | 74.2 | 7.2 | 1.9 | 2.5 | 2.1 | .70 |
| Goals Set (Yes or No) | | N | N | Y | N | Y | N |

Minority availability within this job group is 7.2%; current utilization is 8.8%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

SECONDARY TEACHERS

| Job Group: Secondary Teachers | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 68 | 28 | 2 | 0 | 1 | 0 | 1 |
| Current Utilization – Percent of Staff | | 41.2 | 2.9 | 0 | 1.5 | 0 | 1.5 |
| Availability Percent (State-wide) | | 54.9 | 7.1 | 2.0 | 2.4 | 1.9 | 0.8 |
| Goals Set (Yes or No) | | Y | Y | Y | Y | Y | N |

Minority availability within this job group is 7.1%; current utilization is 2.9%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

PARA-PROFESSIONALS (CLASSROOM AIDS)

| Job Group: Para-Professionals | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 133 | 126 | 23 | 1 | 12 | 4 | 6 |
| Current Utilization – Percent of Staff | | 94.7 | 17.3 | .80 | 9.0 | 3.0 | 4.5 |
| Availability Percent (Metro: Olympia) | | 97.2 | 6.2 | 0 | 3.0 | 1.3 | 1.9 |
| Goals Set (Yes or No) | | Y | N | N | N | N | N |

Minority availability within this job group is 6.2%; current utilization is 17.3%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

MAINTENANCE/CUSTODIAL STAFF

| Job Group: Maint./Custodial | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 34 | 11 | 9 | 1 | 4 | 2 | 2 |
| Current Utilization – Percent of Staff | | 32.4 | 26.5 | 2.9 | 11.8 | 5.9 | 5.9 |
| Availability Percent (Metro: Olympia) | | 25.6 | 17.2 | .85 | 6.6 | 6.7 | 3.0 |
| Goals Set (Yes or No) | | N | N | N | N | Y | N |

Minority availability within this job group is 17.2%; current utilization is 26.5%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

BUS DRIVERS

| Job Group: Bus Drivers | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 28 | 22 | 1 | 0 | 1 | 0 | 0 |
| Current Utilization – Percent of Staff | | 78.6 | 3.6 | 0 | 3.6 | 0 | 0 |
| Availability Percent (Metro: Olympia) | | 47.7 | 1.6 | .8 | 0 | 0 | .8 |
| Goals Set (Yes or No) | | N | N | Y | N | N | Y |

Minority availability within this job group is 1.6%; current utilization is 3.6%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

FOOD SERVICE WORKERS

| Job Group: Food Service | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 23 | 22 | 0 | 0 | 0 | 0 | 0 |
| Current Utilization – Percent of Staff | | 95.7 | 0 | 0 | 0 | 0 | 0 |
| Availability Percent (Metro: Olympia) | | 72.6 | 31.0 | 5.8 | 10.5 | 14.7 | 0 |
| Goals Set (Yes or No) | | N | Y | Y | Y | Y | N |

Minority availability within this job group is 31%; current utilization is 0%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

SECRETARIES/ADMINISTRATIVE ASSISTANTS

| Job Group: Secretaries | Total Employees | Female | Total Minority | African American | Hispanic | Asian/Pac. Islander | Native American |
|-------------------------------------------|--------------------|--------|-------------------|---------------------|----------|------------------------|--------------------|
| Current Utilization – Numbers of Staff | 35 | 35 | 4 | 0 | 3 | 0 | 1 |
| Current Utilization – Percent of Staff | | 100 | 11.4 | 0 | 8.6 | 0 | 2.9 |
| Availability Percent (Metro: Olympia) | | 95.9 | 4.5 | 1.1 | 1.5 | 1.3 | .6 |
| Goals Set (Yes or No) | | N | N | Y | N | Y | N |

Minority availability within this job group is 4.5%; current utilization is 11.4%. Within the next five years, the Shelton School District will continue its efforts to eliminate underutilization of minorities in this job group by advertising in appropriate media outlets (including minority-focused media), notifying local minority certified employees interested in entering administrative programs and ensuring equal opportunity in the hiring process.

Recruitment

- Ensure current employees have access to information about job openings and announcements.
- Expand recruitment areas to include minority populations (minority organizations, college job fairs, Black colleges and universities and Indian colleges).
- Attend job fairs or opportunities to meet or partner with racial/ethnic or women organizations.
- Evaluate job vacancy announcements to ensure requirements are job-related.
- Provide job openings and announcements in multiple languages.

Hiring

- Ensure hiring panel members are oriented to the specific job requirements.
- Ensure bias-free selection processes by forming diverse hiring committees, evaluating potential employees on job-related criteria, and completing and maintaining necessary records such as the interview rating forms of panel members.
- Train all personnel responsible for hiring to ensure fairness and identify potential biases.

Training and Retention

- Provide current employees with training and experience that will assist in qualifying them for career advancement.
- Provide knowledge and skills training programs which are reasonably available to employees.
- Provide training and assessment to ensure staff are culturally aware and recognize the importance of a collaborative work environment; ethnic jokes and harassment of any kind will not be tolerated.

SECTION D
***STAFF RESPONSIBILITIES FOR IMPLEMENTATION,
MONITORING AND EVALUATION OF PROGRESS***

- A. The Superintendent has the overall responsibility for the development, implementation, coordination, and monitoring of the Affirmative Action Plan and is responsible for ensuring that administrators and supervisors are fully aware of their role in supporting the Plan. The Superintendent has delegated to the Affirmative Action Officer the authority to represent the Superintendent in these matters. The Affirmative Action Officer is Linda Arnold, the Director of Human Resources.

- B. The Affirmative Action Officer is charged with the responsibility of making known the District's desire and commitment to employ members of protected as well as non-protected groups through regular and frequent contact with community groups and employment agencies and through identifying, to the extent possible, persons with requisite skills and talents for projected openings throughout the District. The Affirmative Action Officer shall ensure that recruitment efforts are reaching protected groups as well as unprotected groups in all categories where underutilization exists.

- C. The Affirmative Action Officer will advise the Superintendent and/or Board on equal opportunity matters as required. The Officer will monitor and evaluate the Plan's accomplishments and will prepare a report addressing proposed action and other issues as required by this Plan.

- D. The Affirmative Action Officer can be reached at (360) 426-1687 or by writing to Linda Arnold, Affirmative Action Officer, Human Resources Department, Shelton School District School District, 700 South 1st Street, Shelton, Washington 98584.

SECTION E

INTERNAL MONITORING AND REPORTING PROCESS

It is the responsibility of the Superintendent of the District or the Superintendent's designee to inform all applicants for employment, all current employees, all persons responsible for hiring within the District, all employee associations, and all District contractors and subcontractors of the District's commitment to equal employment opportunity.

Communication of the District's Affirmative Action Plan will be accomplished as follows:

A. Internal and External

1. Copies of the 2010-2020 Affirmative Action Plan will be distributed to all organizations, agencies and individuals inside and outside the District as follows:
 - Board of Directors
 - All administrators
 - All schools and/or building locations
 - The president of all employee associations
 - Any employee or community member, upon request
 - The Office of State Superintendent of Public Instruction
2. A statement of the District's equal employment opportunity policy will be placed in District recruitment material, application forms, newsletters, and newspaper advertisements.
3. All District recruiting sources (websites, ESDs, Colleges, etc.) will be informed annually regarding the District's nondiscrimination policy and its Affirmative Action Plan.
4. Upon adoption of the District's 2015-2020 Affirmative Action Plan, the District will issue a statement and information about the Plan in District publications.
5. Announcements of training opportunities that promote the goals of the Plan will be issued to staff through District publications.
6. All District contractors, vendors and suppliers will be notified that they must comply with the District's equal employment opportunity policy and this Plan.
7. The name, address, and telephone number of the District's Affirmative Action Officer will be published, at least annually, in regular District publications to staff and the community.

B. External

1. All District job postings and newspaper advertisements will include an equal employment opportunity statement.
2. Upon employment, each new employee will be informed of our Affirmative Action Plan and policies against discrimination.
3. Unit and department administrators shall at least annually inform all staff of the District's Affirmative Action Plan.

The District's Human Resources Department will maintain a confidential employee and applicant tracking system—separate from the pre-employment application process—which records the sex, race, ethnicity, age and disability and veteran status of applicants. Frequent monitoring of this data will help ensure that all applicants are receiving equal treatment in the hiring process and that the District's recruiting efforts are reaching all protected and non-protected groups. The pre-employment application forms used for both certificated and classified personnel, however, will exclude inquiries that unnecessarily elicit the race, gender or membership of the applicant in other protected groups.

Annual reviews of the District's progress toward the goals set in this plan will be conducted by the District's Affirmative Action Officer and reported to all District administrators and to the School Board each spring. The analysis will include:

- a) applicant data
- b) interview and hiring data
- c) transfer and promotion data (if applicable)
- d) termination data

Submitted to OSPI August 2015, by:

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