



COMPASS
CHARTER SCHOOLS



HR Department Presentation 2019-2020

(855) 937- 4227

CompassCharters.org

COMPASS
CHARTER SCHOOLS



Our Mission and Vision

MISSION STATEMENT

Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

VISION STATEMENT

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.



Agenda

- Meet the Team
- Department Overview
- Compass Organization
- What's New
- Q & A



MEET THE HR TEAM

Lance King
Talent Manager



Sophia Trivino
Chief of Staff





DEPARTMENT OVERVIEW

- **RECRUITING**

- Job Descriptions
- Posting
- First-Round Interviews
- Vetting
- Offers

- **ON-BOARDING**

- New Hire Orientation
- New Hire Training Plans
- Benefits Administration
- New Hire Check-in's

- **PERSONNEL**

- File Updates
- Job Description Audits

- **COACHING**

- HR Tip of the Week
- Best Practices
- Grievances

- **PROFESSIONAL DEVELOPMENT**

- Mandatory and Suggested Training Courses
- Alludo

- **OFF-BOARDING**

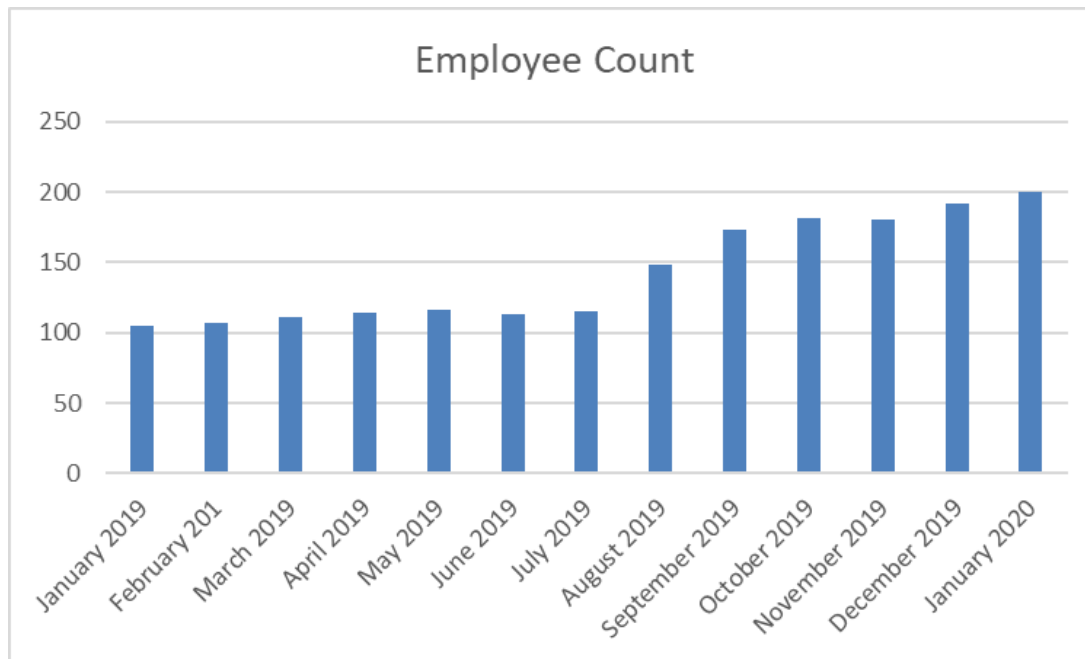
- Notifications
- Exit Interviews
- Exit Paperwork

- **EMPLOYEE HANDBOOK**



COMPASS ORGANIZATION

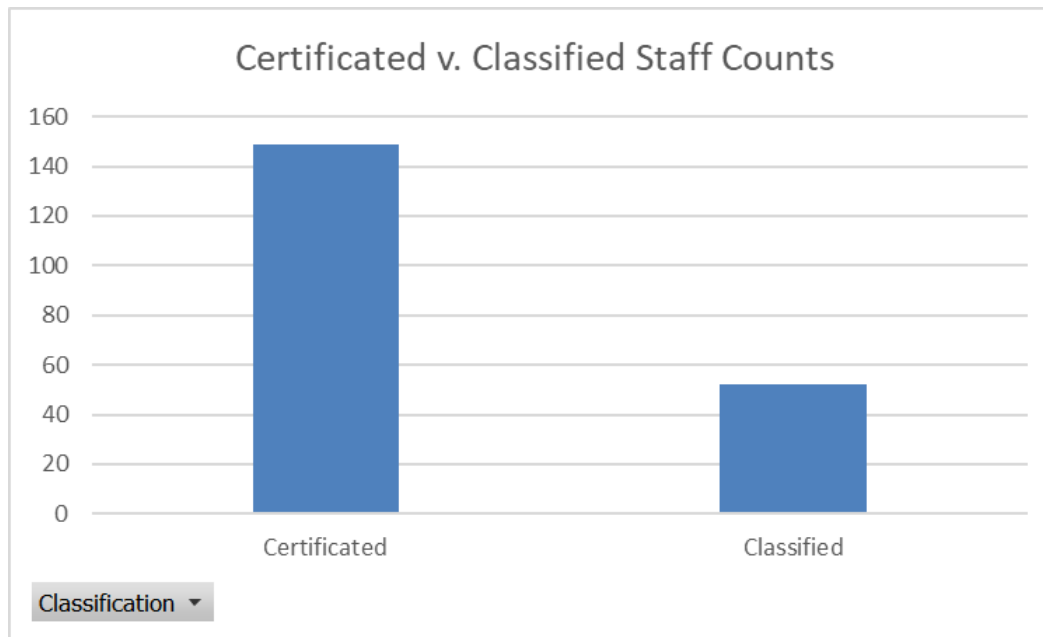
- Staffing Increases





COMPASS ORGANIZATION

- Staffing Demographics





WHAT'S NEW

- RIVERSIDE COUNTY OFFICE OF EDUCATION (RCOE) ONLINE CTI CREDENTIAL CLEARING PROGRAM



- 100% online
- Early completion track to clear credentials for current staff to be completed by June 30, 2020
- Four (4) staff members participating as Candidates
- Three (3) staff members participating as Coaches
- Coaches and Candidates are asked to dedicate at least two hours per week to mentoring and goal monitoring



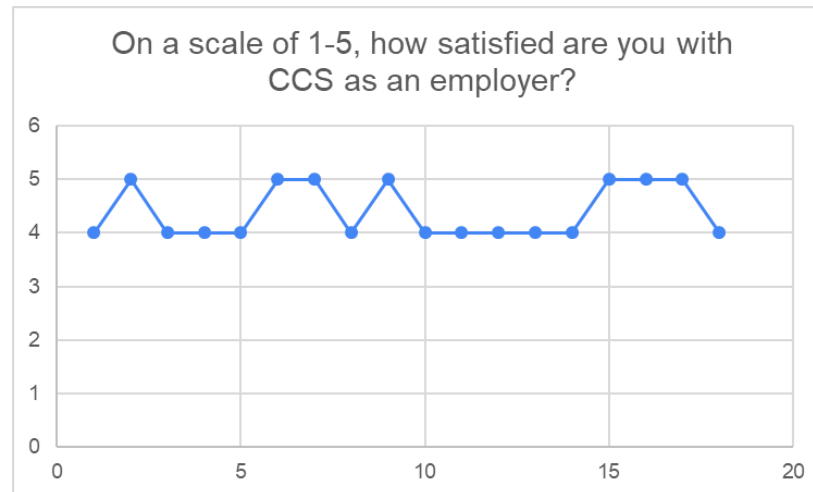
WHAT'S NEW

- **NEW HIRE TRAINING PLANS (LCAP Goal #1)**
 - CCS was able to identify some areas for improvement when it came to on-boarding and training new hires.
 - Training plans and schedules are created for new hires in collaboration with direct supervisors and department leaders
 - Cross-department training sessions are currently being piloted, with a plan for full implementation by the 2020-21 school year
- **NEW HIRE CHECK-IN'S**
 - 30-day check-in takes places with Lance King, includes a brief survey
 - 60-day check-in takes place with the direct supervisor
 - 90-day check-in takes place with the Chief of Staff



WHAT'S NEW

- NEW HIRE CHECK-IN'S



When asked what new staff enjoyed most about the CCS Culture – “positive atmosphere”, “supportive team”, “communication” and “collaboration” were a common theme in responses.



WHAT'S NEW

- SUPERVISOR TRAINING (LCAP Goal #1)
 - Safe Schools (Training Platform)
 - Remote Leadership Training Series
 - Harvard Business School – Leading Schools

- HR TUESDAY TIP OF THE WEEK IN WORKPLACE



Questions?



Contact:

Sophie Trivino | Chief of Staff

(805) 807-8182

strivino@compasscharters.org

[@CCSHRGuru](https://www.instagram.com/CCSHRGuru)