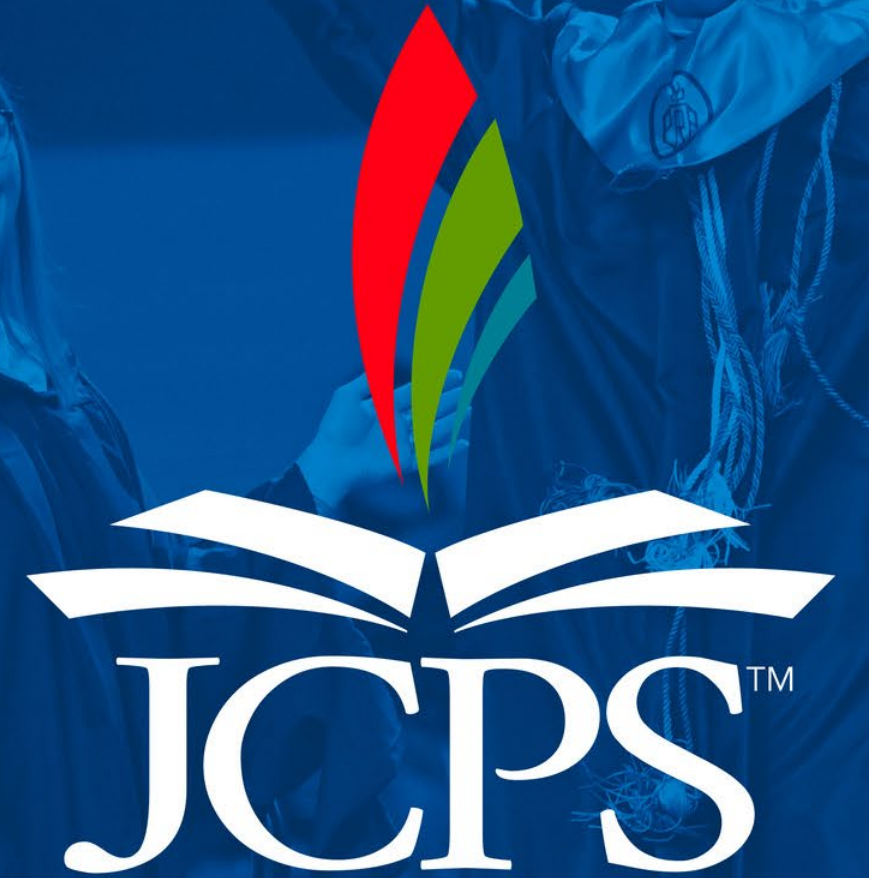
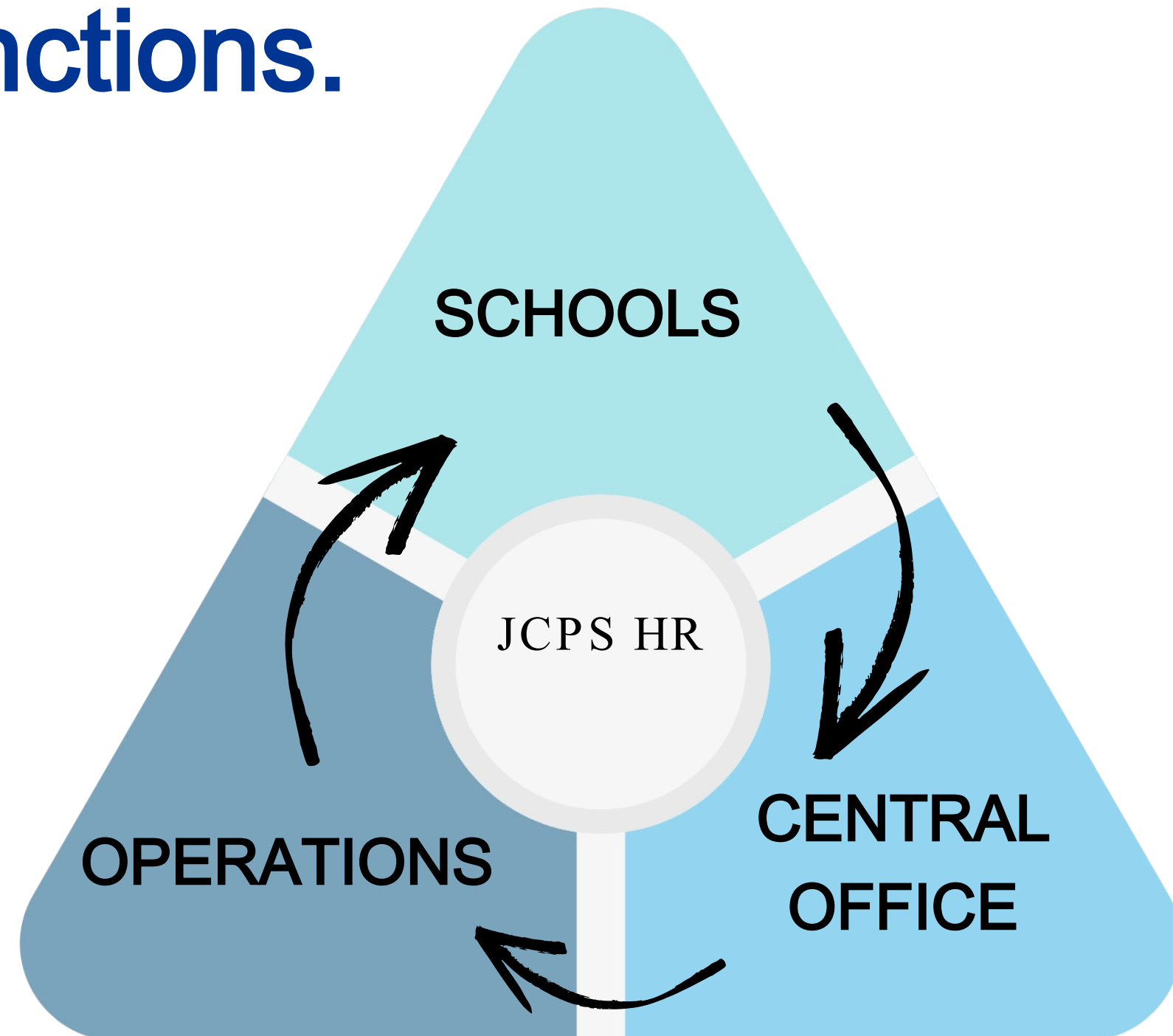


Human Resources

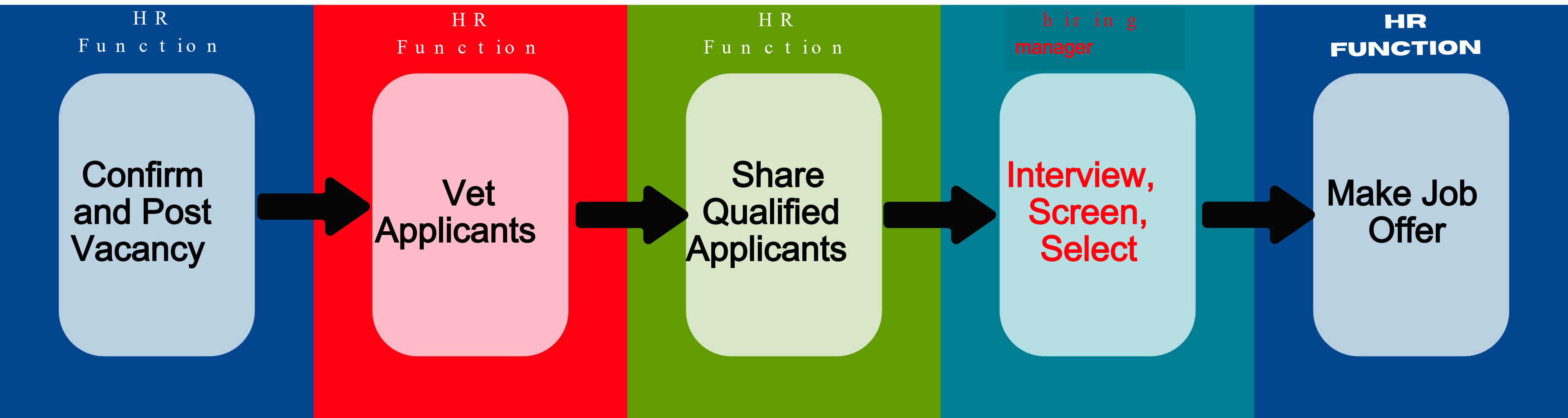
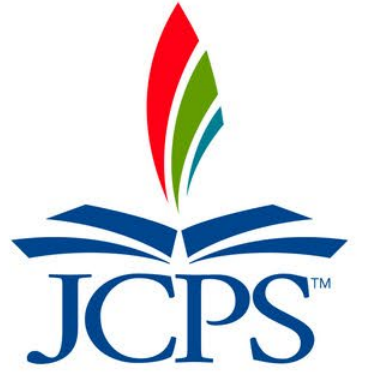
Jefferson County Board of
Education

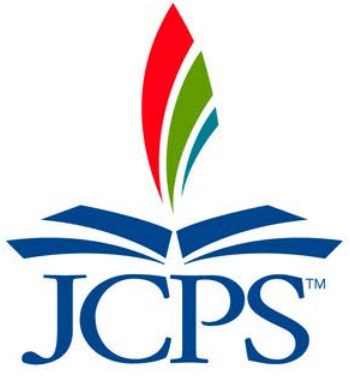
July 8, 2025

If it's people, it's HR - the center of all departmental and school-based people functions.



Where does the hiring process begin? Board action (org charts) and budget allocations, followed by a request to HR...





What that means within HR...

Post Vacancy

- By law, certified positions **must be posted on the KDE job board (KEPS) 15 days**.
- Classified positions are posted a minimum of 7 days.
- All positions posted on Applitrack.
- Many positions are cross-posted, e.g. Indeed, LinkedIn, industry job sites.

Vet Applicants

- HR vets all applicants per the minimum qualifications required in the Board approved job description.
- HR verifies all EPSB certifications and industry credentials, and screens criminal background and child abuse and neglect records.

Share Folder

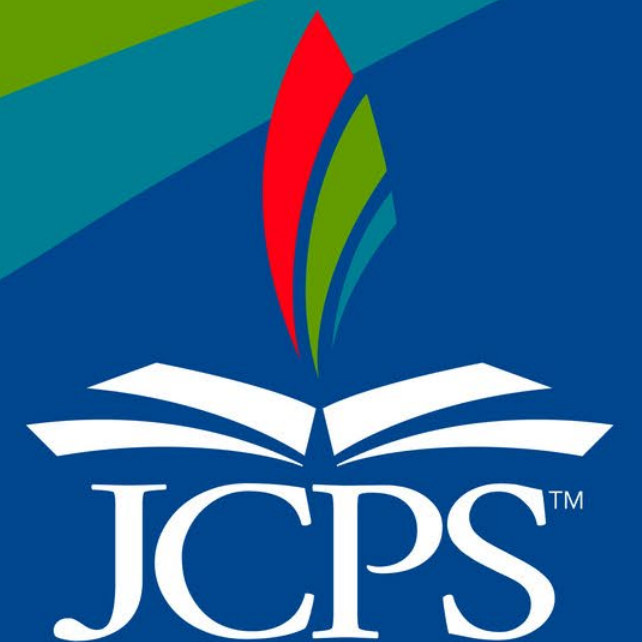
- Within 24-48 hours after the job posting closes, HR shares with the hiring manager/school leader, all qualified applicants.
- The hiring committee schedules and completes interviews.

Extend Job Offer

- Upon receipt of the hiring committee's recommendation, HR rechecks credentials and verifies receipt of two references.
- HR calculates salary using the Salary Placement Rules.
- HR extends the job offer to the successful candidate.

Transfer Window

March 1 - June 23



School -Based Staff

Positions

Posted

Filled

Classroom Teachers

1,024

662

Resource Teachers

130

107

School Administrators

45

23

ECH Instructional Assistants

56

16

ECE Instructional Assistants

152

37

Other Instructional Assistants

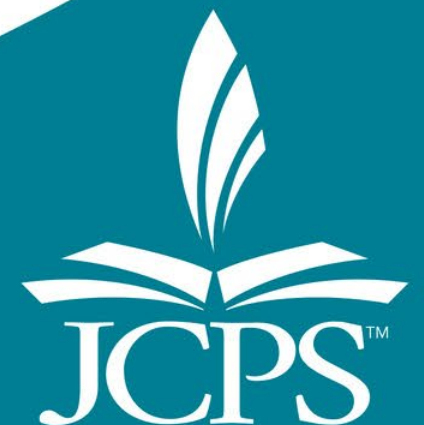
38

21

Other

205

64

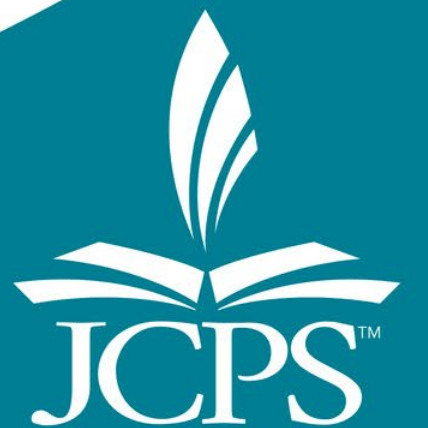


HR Metrics

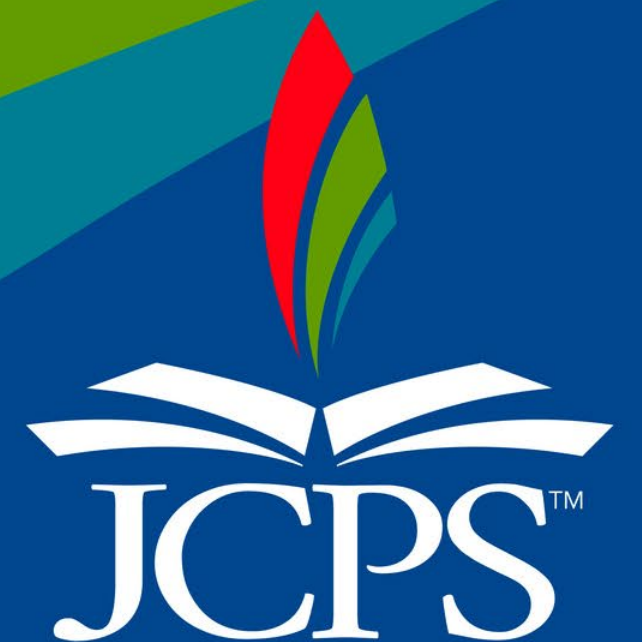
Average time - posting to acceptance:

22.498 days (- 15 day posting period)

7.498 days



6,165 certified teachers in
positions for 2025 -2026...



Vacancy = Posted Position

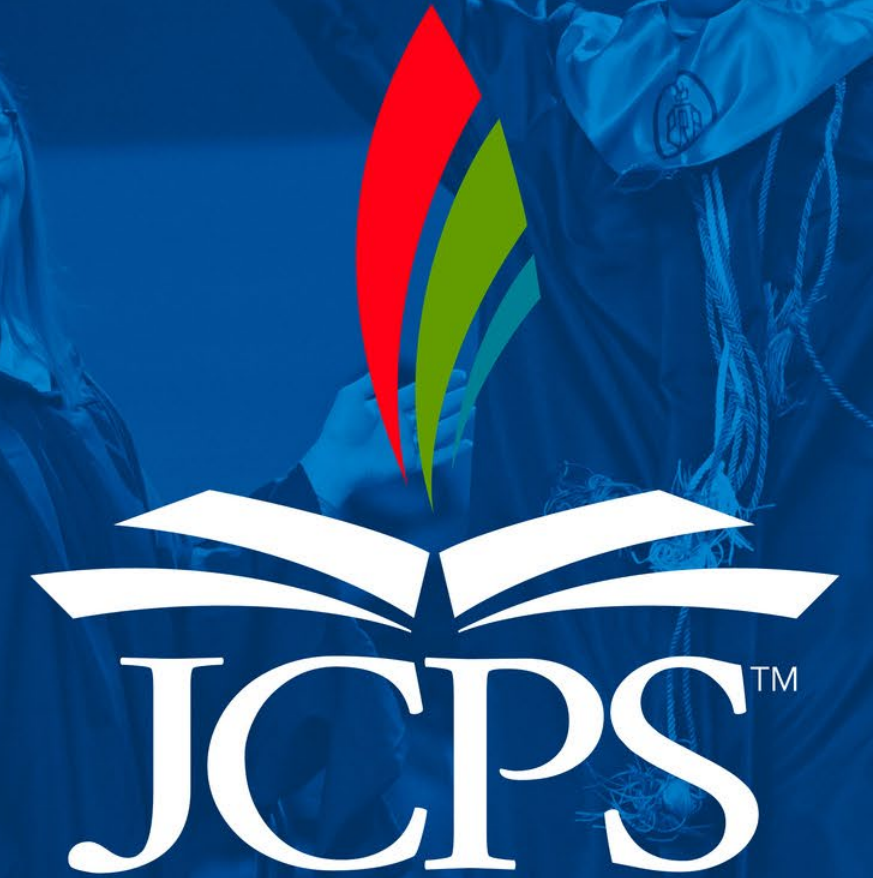
Certified

362 Classroom Teachers

64 Elementary
63 Middle School
48 High School
22 State Agency
15 CTE
93 ECE
14 Early Childhood
14 ELD
29 Itinerant

Certified Other

53 Admin/Resource



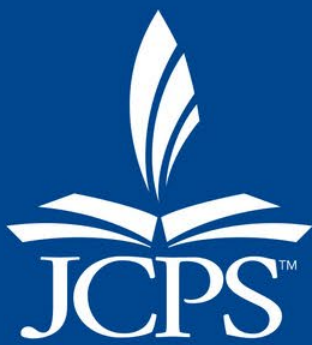
Instructional Assistants

ECE	40
ECH	115
Other	17
Kelly Education	- Staffing Agency

Operations

Posted	213	Filled	91
Vacant	122		

Position types: Grounds worker, Mechanic, Plumber, Welder, Maintenance Technician, Mechanical Maintenance, Nutrition Coordinator, Nutrition Lead, Nutrition Assistant...



Other School -Based Classified

Vacant	141
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Position types: Bookkeeper, School Clerk, Bilingual Associate Instructor, Lunchroom Office Assistant, In School Security Monitor, Library Media Clerk...

Resignations/Retirements

March 1 - Aug 1

Certified	295
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Classified	213
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Job Fair
July 11th

Next Report
September 2

Limitations

Questions?

