

June 2009

Human and Quality Resources Report

ISO.

Internal audits have been reviewed with Administrative Staff at the June Management meeting. In addition, preparations will be made this summer for the SRI audit that will be conducted in late September. Contact has been made with SRI to schedule the audit for the fall. Information has been collected and inserted in the KIPS (Key Indicators of Performance Success) and was reviewed at the Management meeting as well.

Staff Development.

Additional sessions of computer training will be scheduled. At this point because of vacations and employees who don't work in the summer it may have to wait to resume until fall. In addition, we are looking at additional training faculty might need as well.

Recruiting.

Jobs were posted for the Special Education Teacher and the Paraprofessional for the Transition Center. Resumes have been collected and forwarded for review. Resumes are still trickling in and forwarded as they are received. In addition, we will be recruiting for an aide to work with Study Island.

Job Descriptions.

The update process is still in progress. Job descriptions have been reviewed with all employees and their supervisors. Appropriate changes will be made and the job description will be presented for approval.