PEDU 628

School Personnel Administration

Administrative Portfolio #3 Retaining Personnel

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Honor Code

“I have neither given nor received help on this work nor am I aware of any infraction of the Honor Code.” Michael Petruzzi

**Interview**

 For this assignment, I spoke with my assistant principal about our ways and methods of retaining personnel. We discussed how we as a school can retain good teachers using the resources we have, such as our benefits package, our school staff morale, and our improvement plan. These items allow teachers to have a place in our school and give them the motivation to stay at our school.

**Benefits Packet**

Our school is part of Prince William County Schools which is a very big school division which can provide a very nice benefits package to teachers to persuade them to stay with us in their positions. A teacher in a position in our schools have access to a professional development catalog that can help them advance their career. Each new teach receives a mentor teacher for their first year. The mentor program is a great asset for our incoming teachers, so the new teachers feel comfortable in the positions and having a person to reference during the school year is invaluable when the year gets rough. Our benefits package includes health benefits for the employee and their families, sick pay, personal days, professional development opportunities, and other perks that gives the teacher options for the career advancement and their personal goals.

**Staff Morale**

 Staff morale is very important to the retention of teachers in schools. If a teacher is not happy in their position or feels that their voice is not heard, they are more likely to leave for a better opportunity. In our school, we have turnover as does other schools, but staff morale does not seem to be the reason for the staff changes within the school. More times than not, the teachers leave for better opportunities at other counties closer to their homes. I really like the way our department is a collection of great people working together to create an environment of belonging. When a new teacher comes to my department, I treat them as a new member of our family. I feel that a family atmosphere makes the new teacher comfortable and give them a sense of belonging within the school Our Earth Science PLC (Professional Learning Community) is a very close-knit group sharing ideas and collaborating with each other for the betterment of our students. I feel that this helps staff morale throughout the school for so many of our teachers in different departments.

**Improvement Plan or Dismissal**

 The school improvement plan and the PGP (Professional Growth Plan) both contribute to the retention of teachers in our schools. A teacher needs to know the direction of the school and the administration and needs to feel that they are a part of the improvement. So many times, I find myself talking to my principal on ways we can improve our school and it is nice that he takes the time to discuss these items with me and give me advice and guidance on how I can make an impact in our school. This leads me to want to work harder for him and for our school. All teachers need to be involved in the improvement plan and set goals to not only improve their career but improve the school overall. The PGP also give the teachers insight into their craft and give feedback to improve their skills to make successful. I feel that the PGP is an appropriate tool for the individual teacher as the school improvement plan gives overall goals and feedback for the school.

**Retaining of Personnel Improvement Plan**

 Overall, I feel we as a school and a school division do an excellent job of retaining our teacher through a family atmosphere, great staff morale, and a benefits package that allows us to be competitive with other school divisions. A way we can improve our retention of staff is to include more teachers in the planning process. I feel the more input we can get from our teachers then the more we can cater to the needs and wants of our teachers. By getting more teachers involved in the process, this will give the teachers a sense of ownership in the school and make it less likely for them to leave.