

# REGULATION

## ANNE ARUNDELCOUNTY PUBLIC SCHOOLS

**Related Entries:** GAMM, AC  
**Responsible Office:** DIVISION OF HUMAN RESOURCES

### WORKFORCE DIVERSITY

#### A. PURPOSE

To establish procedures to implement the policy on Workforce Diversity.

#### B. BACKGROUND

Anne Arundel County Public Schools (AACPS) is committed to workforce diversity and ensuring that its workforce is representative of all segments of the AACPS student population.

#### C. DEFINITIONS

1. **Diversity** – the condition of having or being composed of differing elements especially the inclusion of people of different backgrounds, knowledge skills and experiences, and encouraging and using those differences to create an effective workforce.
2. **Workforce Diversity Monitoring Team** – a team comprised of staff appointed by the Superintendent or the Superintendent’s designee.

#### D. PROCEDURES

1. The Workforce Diversity Monitoring Team shall analyze and evaluate statistical data regarding current AACPS employees reflective of the makeup of the workforce and hiring trends, broken down by race, ethnicity, and gender for each employee unit, significant position classification, and grade levels.

2. **Annual Recruitment Plan**

The AACPS annual recruitment plan shall include:

- a. A framework to identify employment priorities to attract, develop, and retain a diverse workforce of the highest quality;
- b. Advertisement in a cost effective manner to attract the widest pool of qualified applicants;

- c. AACPS identification as an equal opportunity employer in all recruitment materials and other employment publications;
- d. Use of uniform formatting for job announcements for employees;
- e. Procedures to develop and maintain recruitment sources in colleges and universities, such as Historically Black Colleges and Universities and the Hispanic Association of Colleges and Universities, as well as facilities and resources of organizations serving underutilized groups, Maryland State employment services offices, government agencies, and local special interest groups;
- f. Encouragement of the employment of former military personnel who complete the requirements for teaching;
- g. Use of trained recruiters who reflect the diversity of staff and students;
- h. Use of interview panels which reflect the diversity of staff and students;
- i. Encouragement of employees, underutilized groups, and other special interest groups to refer qualified applicants; and
- j. Career counseling to assist employees in identifying promotional, opportunities, training, and educational programs to enhance promotions and opportunities for transfers.

**3. Annual Workforce Diversity Staffing Goals**

Workforce diversity staffing efforts shall strive to construct a school system employee corps that reflects the diversity of the AACPS student population including:

- a. Minority teachers at all levels, male elementary school teachers, and teachers with unique skills or certification;
- b. Minority administrative, supervisory, and higher-level supporting services positions;
- c. Females in maintenance trades; and
- d. Any other job classification for which personnel data show a significant imbalance or underrepresented area that reasonably can be addressed in the current labor market.

**4. Community Outreach**

AACPS community outreach shall include:

- a. Publication of AACPS' commitment to workforce diversity and nondiscrimination to promote understanding among employees and employee organizations and the community in general.
- b. Inclusion and distribution of information regarding workforce diversity and nondiscrimination policies in publications.
- c. Partnerships with colleges, universities, governmental agencies, employment agencies, and community partners to promote workforce diversity and equal employment opportunities.

**5. Monitoring**

The Workforce Diversity Monitoring Team shall be responsible, under the leadership of the Executive Director of Human Resources, to:

- a. Develop the annual report;
- b. Review the Workforce Diversity Program on an on-going basis;
- c. Monitor the diversity of the workforce within appropriate categories, in particular under-representation of a designated group in any area of hiring, assignment, promotion, training and professional development opportunities, or involuntary transfer;
- d. Identify objectives or goals that are used to measure progress toward achieving equal employment opportunity; and
- e. Make recommendations for improvement.

**6. Annual Report**

An annual report including the following information shall be presented to the Board of Education of Anne Arundel County:

- a. Evaluation of personnel activities, including applicant pools, hires, termination, promotion, recruitment, literature, forms, interview processes, and other personnel activities to determine whether there are disparities in employment practices;

- b. Profile of workforce, broken down by race, ethnicity, and gender in each employee unit;
- c. Reflections on success and failure in recruitment, hiring, and staffing of a diverse workforce; and
- d. Recommendations for achieving a diverse workforce.

**Regulation History:** Developed by the Superintendent: 01/16/2008  
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