# ARKANSAS Division OF Elementary and Secondary EDUCATION

# MINORITY TEACHER AND ADMINISTRATOR RECRUITMENT

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| **Pursuant to Ark. Code Ann. § 6-17-1901, *et seq.,* school districts and charter schools with more than five percent (5%) African-American or other minority students must prepare and submit annually a Minority Teacher and Administrator Recruitment Plan to the Equity Assistance Center. Plans must include, but not limited to the following:**   * Place emphasis on recruitment of African-Americans and other members of minorities for teacher and administrator positions and emphasis on encouraging minority students to pursue a career in education * Set forth a goal of developing equity in employee composition that reflects racial and ethnic diversity and is at least equal to the percentage of minorities of the district or charter school * Describe recruitment goals of minority teachers and administrators for the next school year and for the next ten (10) school years * List steps taken and measures that will be used to meet recruitment goals including how minority students are encouraged to pursue a career in education * List progress made in recruiting minority teachers and administrators * Describe reasons for not meeting established recruitment goals, if needed * List the number and percentage of members of racial minorities who were employed as teachers or administrators in each of the last five (5) years * List the racial composition of the student body and residents of the district or charter |

**INSTRUCTIONS:** Complete this signature page, attach it to the recruitment plan, and send electronically in portable document format (PDF) to [ADE.equityassistance@ade.arkansas.gov](mailto:ADE.equityassistance@ade.arkansas.gov) on or before October 15.

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| **SCHOOL DISTRICT/CHARTER SCHOOL:** | **ADDRESS:** | **COUNTY:** |
| **TELEPHONE NUMBER:** | |
| Pursuant to A.C.A. § 6-17-1902, an employee must be designated to coordinate recruitment plan implementation. | | |
| **COORDINATOR NAME/TITLE:** | **COORDINATOR TELEPHONE NUMBER/EMAIL:** | |
| **The signatures below certify that the district is in compliance with Ark. Code Ann. § 6-17-1901, *et seq.* and Standard 2-A for Accreditation of Arkansas Public Schools**: | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name of Superintendent or Chief Academic Officer:** | |  |  |  |  | |  |  | | **(Please Print)** |  |  | |  |  | |  |  |  | | **Signatures:** |  | |  |  |  | |  | Superintendent | |  |  | Date | | Select this box if District/Charter minority student composition is 5% or less & do not proceed further. | | | | | | |  |  | |  |  |  | |  |  | |  |  |  | |  | Board President | |  |  | Date | |  |  | |  |  |  | |  |  | |  |  |  | |  | Board Secretary | |  |  | Date | | | |

**The recruitment plan should include, but is not limited to, the following:**

1. **Data**

* **Racial composition of teachers and administrators**
* **Racial composition of teachers and administrators hired in the past five (5) years**
* **Racial composition of the current student body**

1. **Analysis and summary of data collected**
2. **Short-term goal(s) and progress in goal attainment**
3. **Long-term goal(s) for the next ten (10) school years and progress in goal attainment**
4. **Improvements needed to increase recruitment**
5. **Objectives, strategies, and activities used in recruitment and for encouraging students to pursue a career in education**
6. **Action plan, including procedures for implementing, monitoring progress, and evaluating**