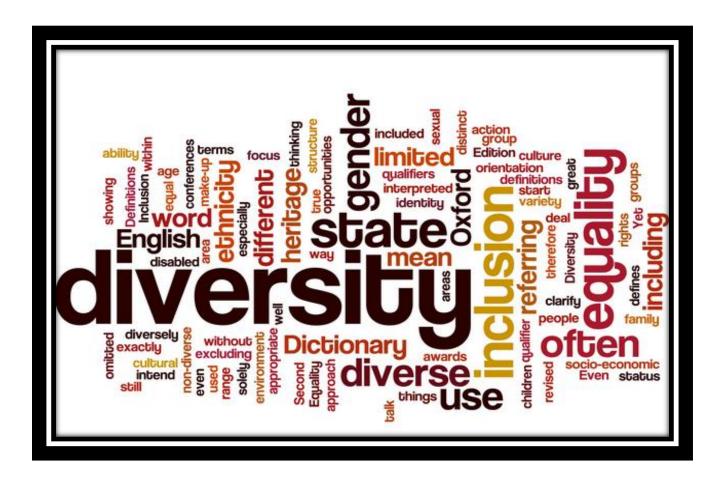


# Kalamazoo Regional Educational Service Agency



# Kalamazoo RESA

Action Plan to Achieve a Quality and Diverse Workforce

## I. Statement of Purpose

#### Purpose

As a result of Kalamazoo RESA reviewing its strategic plan to create a positive, safe and inclusive organizational work environment, the Inclusion and Diversity (I&D) Team has created an effective action plan to address the issue. The action plan affirms Kalamazoo RESA's commitment to:

- 1. Attract and recruit a diverse workforce
- 2. Develop and retain a diverse workforce
- 3. Strengthen the organizational culture that values diversity through its practices

## II. Objectives & Strategies

#### **Objectives**

- 1. Kalamazoo RESA will maintain a standing Inclusion and Diversity Team, made up of employees reflective of KRESA's programs with the mission to carry out this action plan.
- 2. Kalamazoo RESA will implement trainings and professional development that focuses on a culturally competent workforce.
- 3. Kalamazoo RESA will employ intentional recruitment strategies to target and attract a diverse applicant pool for job openings.
- 4. Kalamazoo RESA will intentionally review its policies and procedures to ensure they value diversity and inclusion.

#### **Objective 1 and Strategies**

Kalamazoo RESA will maintain a standing Inclusion and Diversity Team, made up of employees reflective of KRESA's programs with the mission to carry out this action plan.

- 1. Recommend that Administrators from each program petition interested employees to become members of the Inclusion and Diversity Team.
- 2. Form an Anti-Bias/Anti-Racism Planning (ABAR) & Design Task Force, from the I&D Team, to carry out the action plan with Administration's support.

#### **Objective 2 and Strategies**

Kalamazoo RESA will implement trainings and professional development that focuses on a culturally competent workforce.

1. Recommend the Kalamazoo RESA Inclusion and Diversity Team be provided professional development equipping them with the capacity to become a highly effective Task Force for creating a positive, safe, and inclusive work environment.

- 2. Highly recommend that Kalamazoo RESA provide professional development opportunities to all levels of the organization to build capacity and a common institutional language and understanding of systemic barriers to building an inclusive organization.
- 3. Administrators would be encouraged to attend identified professional development increasing the understanding of the leadership team in the area of systemic bias.
- 4. It is suggested that the Instructional Center Staff members be provided introductory training to provide them with baseline understanding of systemic bias and the harm done to organizations/communities when this is present.

### **Objective 3 and Strategies**

Kalamazoo RESA will employ intentional recruitment strategies to target and attract a diverse applicant pool for job openings.

- 1. Suggest Human Resources meets with program administrators to identify diversity gaps within their department.
  - a. HR could assist departments with a recruitment plan focused on diversity gaps.
  - b. Recommend Human Resources and department teams target and attend career fairs with anticipated high levels of diverse candidates.
  - c. Kalamazoo RESA would begin to partner with local school districts, colleges, and community agencies in building internship programs that focuses on the recruitment of diverse interns.
- 2. Recommend a well-developed and well-communicated succession plan be instituted throughout the organization, utilizing a mentorship model.
- 3. Suggest the development of a mentorship program throughout the organization that employees can opt in to.
- 4. Recommend HR and Administrators to seek out and encourage current staff to apply for positions, so that internal applicants are considered for positions, prior to posting externally.
- 5. Suggest the development of an employee advancement matrix that gives equal weight to experience and education when Administrators consider internal promotions.

#### **Objective 4 and Strategies**

# Kalamazoo RESA will intentionally review its policies and procedures to ensure they value inclusion and diversity.

- 1. Recommend The ABAR Planning & Design Task Force to work with HR on reviewing employee handbook and other policies through a trained lens of inclusion and diversity.
- 2. Recommend KRESA seek feedback on policy/procedure content and wording from community partners specializing in services to specific populations.

#### III. Timeline

This Action Plan sets out to place Kalamazoo RESA in position for transformation.

#### **Timeline for Implementation**



- Present Action Plan to Kalamazoo RESA's Cabinet
- Administrators from each program solicit employees to become members of the Inclusion and Diversity Team (1: 1)
- Begin training the I&D Team to form The ABAR Planning & Design Task Force for the creation of an Anti-Bias/Anti-Racism Team (2: 1)
- Offer professional development to all levels of the organization – Administrators, Teachers, Instructional Consultants, etc... (2: 2,3,4)
- Form The ABAR Planning & Design Task Force (1: 2)
- Training for The Planning & Design Task Force (2: 1)
- Human Resources (HR) meets with program Administrators to identify diversity gaps within their department (3: 1)
- HR assists departments with a recruitment plan to close the diversity gap (3: 1)
- Continue to offer professional development to all levels of the organization (2: 2,3,4)





- The Planning & Design Task Force works with HR to review employee handbook and other policies/procedures (4: 1)
- KRESA receive consultation from an Anti-Bias/Anti-Racism ally on policies and procedures (4: 2)
- Develop mentorship program within the KRESA that employees can participate in (3: 2,3)
- Develop an employee advancement matrix (3: 5)
- HR and Administrators seek internal applicants prior to posting externally (3: 4)
- Continue to offer professional development to all levels of the organization (2: 2,3,4)