

Scope of Work: Kansas City International Academy (KCIA)
Timeframe: Winter-Spring 2024

Talent, Hiring, and Recruitment Support

This strategy outlines the major initiatives in working with the KCIA team to provide evolving and responsive support in documenting and communicating HR and talent-related policies & procedures; to support in retention and staffing strategy with Senior Leaders; to build recruitment strategy that magnifies KCIA as a destination employer

Initiatives

Enhanced Documentation of HR & Talent Policies and Procedures

- What: Working alongside Superintendent and Senior Leaders, identify the internal and external policies and procedures to codify and communicate, resulting in a robust and thorough guidebook of KCIA's approach to HR and Talent policies
- How:
 - Conduct robust audit with Superintendent to understand current policies, platforms, communication norms; identify big-picture outcomes for policies and procedure updates with corresponding quarterly goals
 - Guide KCIA team in the creation and updating of policies and procedures by bringing market trends, landscape analysis, and varied recommendations for leaders to make informed and efficient decisions
 - Serve as an on-deck support for Senior Leaders on talent recruitment and hiring questions

Staffing Model Strategy Support

- What: Engage with KCIA Senior Leaders to assess and build 3-year staffing plan, 2-year staffing plan and 'next year' staff plan
- How:
 - Engage in information download with Superintendent about current staffing strategy and documentation; support with any process recommendations
 - Facilitate and guide Senior Leaders in recurring meeting structure that guides organization to consider trade offs in changes to staffing model and positions

Value Proposition and Recruitment Strategy

- What: Develop the external and internal recruitment strategy that magnifies the value proposition of KCIA as a destination employer
- How:
 - Conduct information-gathering calls with recently-hired teachers, Hiring Managers, and top candidates that did not continue with KCIA in interview process to gather information about KCIA value proposition in KC market and misconceptions/barriers in choosing KCIA
 - Synthesize and present findings for Superintendent and Senior Leaders with recommendations of how to change the narrative about barriers for candidates in considering employment at KCIA
 - Recommend strategies that continue to enhance KCIA in the education landscape including:
 - Outreach strategies that widely and strategically share opportunities with KCIA team
 - Marketing strategies that illuminate the value proposition of KCIA as a destination employer
 - Recommendations for referral campaigns both internally and externally
 - Partnerships with universities and colleges

Investment Options

Listed below are different pricing models for each of the initiatives listed above.

Initiatives Based Pricing - Premium Support

Enhanced Documentation of HR & Talent Policies and Procedures

- What: Working alongside Superintendent and Senior Leaders, identify the internal and external policies and procedures to codify and communicate, resulting in a robust and thorough guidebook of KCIA's approach to HR and Talent policies
- *Estimated Time: 4 hours weekly*

Staffing Model Strategy Support

- What: Engage with KCIA Senior Leaders to assess and build 3-year staffing plan, 2-year staffing plan and 'next year' staff plan
- *Estimated Time: 2 hours weekly*

Value Proposition and Recruitment Strategy

- What: Develop the external and internal recruitment strategy that magnifies KCIA as a destination employer
- *Estimated Time: 6 hours weekly*

Overall Support Plan:

- *Weeks of January 29th through May 27th (18 weeks)*
- *Estimated Weekly Hours: 12*

Estimated Investment
\$38,000



Initiatives Based Pricing - Core Support	
<u>Enhanced Documentation of HR & Talent Policies and Procedures</u> <ul style="list-style-type: none">• What: Working alongside Superintendent and Senior Leaders, identify the internal and external policies and procedures to codify and communicate, resulting in a robust and thorough guidebook of KCIA's approach to HR and Talent policies• <i>Estimated Time: 3 hours weekly</i>	
<u>Staffing Model Strategy Support</u> <ul style="list-style-type: none">• What: Engage with KCIA Senior Leaders to assess and build 3-year staffing plan, 2-year staffing plan and 'next year' staff plan• <i>Estimated Time: 1 hours weekly</i>	
<u>Value Proposition and Recruitment Strategy</u> <ul style="list-style-type: none">• What: Develop the external and internal recruitment strategy that magnifies KCIA as a destination employer• <i>Estimated Time: 4 hours weekly</i>	
<u>Overall Support Plan:</u> <ul style="list-style-type: none">• <i>Weeks of January 29th through May 27th (18 weeks)</i>• <i>Estimated Weekly Hours: 8</i>	Estimated Investment \$25,000



Initiatives Based Pricing - Basic Support	
<u>Enhanced Documentation of HR & Talent Policies and Procedures</u> <ul style="list-style-type: none">• What: Working alongside Superintendent and Senior Leaders, identify the internal and external policies and procedures to codify and communicate, resulting in a robust and thorough guidebook of KCIA's approach to HR and Talent policies• <i>Estimated Time: 2 hours weekly</i>	
<u>Staffing Model Strategy Support</u> <ul style="list-style-type: none">• What: Engage with KCIA Senior Leaders to assess and build 3-year staffing plan, 2-year staffing plan and 'next year' staff plan• <i>Estimated Time: 1 hours weekly</i>	
<u>Value Proposition and Recruitment Strategy</u> <ul style="list-style-type: none">• What: Develop the external and internal recruitment strategy that magnifies KCIA as a destination employer• <i>Estimated Time: 3 hours weekly</i>	
<u>Overall Support Plan:</u> <ul style="list-style-type: none">• <i>Week of January 29th through May 27th (18 weeks)</i>• <i>Estimated Weekly Hours: 6</i>	Estimated Investment \$19,000

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