

Scope of Work: Kansas City International Academy (KCIA)  
Timeframe: Fall 2024 - Spring 2025

## Talent, Hiring, and Recruitment Support

This document outlines the major initiatives in working with the KCIA team to provide evolving and responsive support related to HR and Talent work.

### Initiatives

#### Vetted and Codified Classified Salary Schedule and Leadership Salary Schedule (Deadline: Dec 2024)

- What: Working alongside Superintendent, standardize and systemize the salary schedules used to determine salary ranges for classified staff and leadership salary schedule
- How:
  - Audit existing staff salaries to understand trends in salary offerings, calibrate salary schedules previously used, and determine ranges within organization
  - Conduct landscape analysis to understand trends in salary ranges amongst various administrative roles in schools
  - Build and codify steps for evaluating resumes and accounting for years of aligned experience, depending on role
  - As needed, share salary schedule thinking with School Leaders to cross-train more administrators to understand salary determination process

#### Enhanced & Updated KCIA Website

- What: Support KCIA community in strengthening and upgrading existing website by ensuring site is informative and inspirational for key stakeholders (parents, staff, recruits), and bolsters the narrative about KCIA's work in the KC community
- How:
  - Conduct audit of existing website strengths and areas of growth by leading focus groups with key users (parents/families, staff, community members), surveying stakeholders for feedback, and evaluating webpage options based on other exemplary school sites
  - Lead the KCIA team in confirming the overall content and information for all parts of website; help facilitate any visual content updates (graphics, videos, photos)
  - Ensure appropriate HR-related information is easily accessible on website for KCIA staff to reference and use (including labor wage information, staff policies, etc.)
  - Redesign careers page to include most compelling benefits of KCIA workplace, relevant and accurate job posting and process information, and general onboarding resources

#### Offboarding Process Updates & Training (Deadline: March 2025)

- What: Define and codify an organization-wide offboarding process that ensures employees complete necessary exit steps and have positive closure ending their employment with KCIA
- How:
  - Work across departments to understand the most critical information and artifacts to receive as employees exit and identify current gaps
  - Create offboarding checklists and processes that account for physical and digital property tracking, HR process closures, general clean out and check out process
  - Work alongside Dr. King to roll out process steps with School Leaders, include micro-opportunities to practice offboarding before Summer 2025 staff exits

## Investment Options

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

### Initiatives Based Pricing - Premium Support

#### Vetted and Codified Certified Staff Salary Schedule

- What: Working alongside Superintendent, standardize and systemize the salary schedules used to determine salary ranges for both classified and certified staff

#### Enhanced & Updated KCIA Website

- What: Support KCIA community in strengthening and upgrading existing website by ensuring site is informative and inspirational for key stakeholders, and bolsters the narrative about KCIA's work in the KC community

#### Offboarding Process Updates & Training

- What: Define and codify an organization-wide onboarding process that ensures employees complete necessary exit steps and have positive closure ending their employment with KCIA

Estimated Investment

*Project work  
estimated 8-10  
hours monthly*

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