

Employee Resource Guide

Learn how you can develop and connect at Cincinnati Public Schools



I am CPS 

www.cps-k12.org



Welcome to Cincinnati Public Schools.

We value your daily contributions to the success of our students, families and your colleagues.

We want you to have a fulfilling work experience. Together, we make Cincinnati Public Schools a destination district for both families and distinguished professionals.

I am CPS ★





Message from the Superintendent

Dear Colleagues,

Preparing our students for life begins with you, our valued employees.

Improving your employee experience is a top priority for me and for Cincinnati Public Schools. We believe that how our employees approach their jobs day to day directly impacts the way we serve students and families, and is an essential part of our shared journey to excellence.

Our goal is to connect you to enrichment opportunities that will empower you to live your best life – personally and professionally. At CPS, we believe employees can learn, grow and have fun while doing their jobs skillfully with integrity and competence.

This *Employee Resource Guide* is a menu of options available to you. We welcome your feedback on how we can continue to support your personal and professional journey.

Regards,

Laura Mitchell
Superintendent



What's Inside

- What We Believe —**
CPS' Vision and Mission; I am CPS Culture Transformation 1

- Talent Development Office** 2

- Get The Information You Need —**
The CPS Connection newsletter; New Employee Onboarding..... 3

- Employee Care Center**..... 4

- Building Our Culture —**
I am CPS Ambassador Program; Shout Outs..... 5

- Learning Together —**
Lunch & Learn Series; Employee Book Clubs..... 6

- Get Connected and Give Back —**
Community Service Opportunities; Staff for Students;
Young Professionals Group; Annual Employee Softball Game..... 7-8

- Building Your Skills —**
CPS University; School-based Professional Development; Treasurer University 9

- Career Pathways —**
Personal Growth Planning and Career Coaching 10

- Strengthen Your Leadership Skills —**
Leadership CPS; Director and Manager Meetings;
Principal and Assistant Principal Development..... 11

- Teacher Leadership**..... 12

- Employee Faces**..... 13-14

Notes

Emailing CPS Employees

To email a CPS colleague within the CPS GroupWise email system, simply type in the employee's name or, in some cases, the department's name, in the "To" section on the email form. The name will pop in, or you will be offered a choice of names if there are employees or departments with similar names.

In this *Employee Resource Guide*, email addresses for employees are not printed.

Websites

- **CPS' Employees' Website (Intranet): <https://mycps.cps-k12.org>**
- **CPS' Website: www.cps-k12.org**

Addresses

- CPS' Education Center
2651 Burnet Avenue, 45219 (Corryville)
- LaunchEd: Professional Learning Hub (located inside Education Center; entrance on left when facing building) 2650 Highland Avenue, 45219 (Corryville)
- Iowa Avenue Annex (home to Student Dining Services and Facilities Departments)
2315 Iowa Avenue, 45206
- For school addresses: **cps-k12.org/schools/find-a-school**



Administrator's Leadership Meeting

What We Believe

All the work we do at Cincinnati Public Schools is grounded in our vision, mission and core values. This belief system forms the foundation of our culture, and determines the focus of our growth and development efforts.

Vision

Cincinnati Public Schools will be a community that ensures equitable access to a world-class education, unleashing the potential of every student.

Mission

We educate all students with rigor and care in a culture of excellence to develop engaged citizens who are prepared for life.

I am CPS

I am CPS is a districtwide initiative launched in January 2016 that is building a culture of excellence throughout Cincinnati Public Schools.

Described as a “culture transformation,” I am CPS is creating an organizational climate to help Cincinnati Public Schools achieve the ambitious vision for student learning laid out in CPS’ My Tomorrow initiative. We want to make CPS a national district of choice for families and professionals in all fields.

I am CPS is an investment in employees and in students.

With I am CPS, the district establishes a culture that inspires, attracts and retains talented people. All CPS employees, regardless of their jobs, play critical roles in helping CPS achieve the My Tomorrow vision — that all students graduate on time and prepared for postsecondary education and chosen career paths.

I am CPS[★] Core Values

I CARE

We value each other and put students first.

I COLLABORATE

We come together as a diverse community.

I CONTINUOUSLY IMPROVE

We constantly learn, innovate and adapt.

I COMMIT TO SUCCESS

We strive to be our best and help others do the same.

Talent Development Office

Our employees bring diverse qualities and abilities to Cincinnati Public Schools but share a common dream to positively influence the lives of our students. The Talent Development team is focused on offering all employees support to ensure their continuous growth and maximize their abilities to realize their potential.

Talent Development's vision: To ensure that Cincinnati Public Schools is



a Destination District

CPS delivers an incredible employee experience and is a district of choice for remarkable professionals. Employees are consistently living the I AM CPS Core Values.



with a Reputation for Professional Growth

There are opportunities for personal achievement and professional development at all levels. Individuals desiring growth can access the supports needed to pursue numerous career paths within the district.



and a Strong Pipeline of Leaders

Leaders are carefully selected and prepared for increasing levels of responsibility. Leadership transitions are seamless as a result of strong training and succession planning.



built on Highly Effective Systems

Teams are adequately staffed, resourced and supported. Employees are seamlessly connected by technology, governed by up-to-date and flexible policies, and work in inspired physical spaces.

Get The Information You Need

Monthly News and Opportunities Through *The CPS Connection*

The CPS Connection, our monthly employee newsletter, is focused on keeping everyone in the loop on district opportunities. This emailed publication features the work of schools and Central Office departments, shares information about upcoming events, and highlights employees who are living the I am CPS Core Values.

You can suggest topics, or submit event and group updates, by emailing Talent Development.

New Employee Onboarding

Building a welcoming and positive culture is a priority at CPS. That begins when a new employee walks through our doors and continues throughout a career with us.

Our New Employee Onboarding sessions are full-day, paid professional development where we introduce our newest colleagues to the “CPS Way.”

We discuss our Mission, Vision, I am CPS Core Values and the I am CPS Ambassadors program, as well as the ins and outs of payroll, benefits, safety and technology. In addition, new employees are introduced to district initiatives My Tomorrow and Vision 2020.

This is our way of personally giving our newest team members the tools they need to begin a successful career with Cincinnati Public Schools.

The Talent Development Team works together with Human Resources to invite all new employees to the monthly onboarding sessions.

Questions about how your newly hired employee will be welcomed through the onboarding process? Reach out to the Talent Development Office.



New Employee Onboarding Session

Employee Care Center

The Employee Care Center is for you – all 5,700 employees. This one-stop shop was created with you in mind. The Care Center is located on the first floor of the Education Center and is meant to be the place to go for fast access to information and services for employees, including:

- **Employee Badges**
- **Background Checks**
- **Human Resources**
- **Payroll**
- **Technology**

We hope you will utilize the Employee Care Center and provide ongoing feedback to help us create and sustain an environment that is welcoming, helpful and encouraging.

When you visit, remember to complete the quick exit survey to be entered into a monthly drawing for a CPS “swag” bag.

Open: Monday through Friday, 7:30 a.m. to 5 p.m. (on days when the Education Center is open).



Grand Opening of Employee Care Center

Building Our Culture

The I am CPS Ambassador Program

Ambassadors serve as I am CPS Champions in their schools or Central Office departments. They are charged with uplifting the I am CPS Core Values: I Care. I Continuously Improve. I Collaborate. I Commit to Success.

Our goal is to secure an ambassador in each school and department to ensure that I am CPS is part of the daily culture throughout the district.

If you are interested in serving as a CPS Ambassador or want to further support the I am CPS culture work, contact Talent Development.

I am CPS Shout Outs!

Every day, employees across the district are living the I am CPS Core Values. Our monthly "Shout Outs" recognize employees who have contributed in ways (large and small) to building a positive culture at CPS.

Have you observed a colleague exemplifying one of the I am CPS Core Values? If so, go to [https:// mycps.cps-k12.org](https://mycps.cps-k12.org) to give the employee a "Shout Out."

From these nominations, employees will be selected for recognition monthly.



Learning Together

Monthly Lunch & Learn Series

These 45-minute sessions provide opportunities for colleagues to explore subjects of interest while on lunch break. Our current Lunch & Learn Series features a health and wellness focus, and is held at the Education Center.

Recent topics include:

- **Healthy Heart, Healthy You**
- **Mindful Music Moments**
- **Let's Get Physical!**
- **Virtual Reality**
- **Mediterranean Diet**

As the series continues to grow, we look forward to hosting Lunch & Learns across the district

Look for schedule updates through **The CPS Connection** newsletter and posted in your building.

Employee Book Clubs

Many employee teams across the district read books together, and we are adding to that learning by starting book clubs at various locations. These monthly gatherings are wonderful opportunities to build rapport with colleagues and explore multiple points of view.

At the Education Center, past book selections have included *Leaders Eat Last* and *Corporate Athlete*. The Technology Book Club has been reading titles such as *Launch*.

Anyone can join the Lunch Time Book Club – reach out to Talent Development for details. To join the Technology Book Club, contact Melody Riggs.

We welcome the formation of additional clubs. Contact Rolonda Smith for information.



Get Connected and Give Back

Community Service Opportunities

Our community service outreach program extends the I am CPS Core Values beyond the walls of our classrooms and office spaces. The Community Service Group brings together colleagues from across the district once a month to engage in community service with local nonprofit organizations.

Recent trips have included serving food at homeless shelters at various locations around the city.

To join the group giving back in the community, contact Talent Development. These opportunities take place outside of work hours.

Staff for Students

The Staff for Students group formed when Central Office employees shared that they sometimes feel disconnected from our students. This group is focused on creating opportunities for Central Office and Iowa Avenue employees to connect with our students and schools.

The group currently is focused on the following projects:

- Gift Basket for the English Language Learners Foundation Breakfast
- Mentoring Meals Monday
- Supporting Student Athletes
- Scholarships for Student Fees
- Stuff the Bus (school supplies)

Some opportunities take place during work/school hours, and some require involvement outside of working hours.

To join the group and connect with our students, contact Kelly Halpin.



Community Service Opportunity — serving a meal at the Hatton Center for Women

Young Professionals Group

This group of energetic colleagues are focused on creating a districtwide networking community. The YP Group hosts social gatherings to promote community morale, service projects, speaker series, networking opportunities and professional development.

To join the YP group, contact Philip Gibert or Robin Griffin.

Annual Employee Softball Game

At the end of the school year, we hold a friendly game of slow-pitch softball with Central Office employees facing off against the Schools in a showdown for yearly bragging rights, T-shirts and a trophy.

Whether you're competitive or just looking to have some fun and relax, this is an event everyone enjoys!

Come early and support our CPS student athletes in their annual All-Star baseball and softball games, sponsored by Cincinnati Reds and held prior to the employee game.

Bring your co-workers, spouses and kids to enjoy all the games.

To get in the game, contact Nathan Tyahur.



2018 Employee Softball Teams

Building Your Skills

Coming Soon: CPS University

Student learning is at the heart of our work at Cincinnati Public Schools, so prioritizing lifelong learning for our employees is important to our mission.

As we enter school year 2019-2020, look for the roll-out of the new CPS University. This new venture will coordinate professional development and training with various departments for each group of employees.

Here are a few things to expect from CPS University:

- **On-demand online training on a variety of relevant, skill-based topics**
- **Skill-based training delivered by expert practitioners, open to employees across the district**
- **Access to expert trainers for schools and department teams, based on needs identified across the district**

Look for more information from your department or school leader and through **The CPS Connection** newsletter over the coming months.

School-Based Professional Development

Each school creates a building-specific professional development plan to coordinate training based on needs.

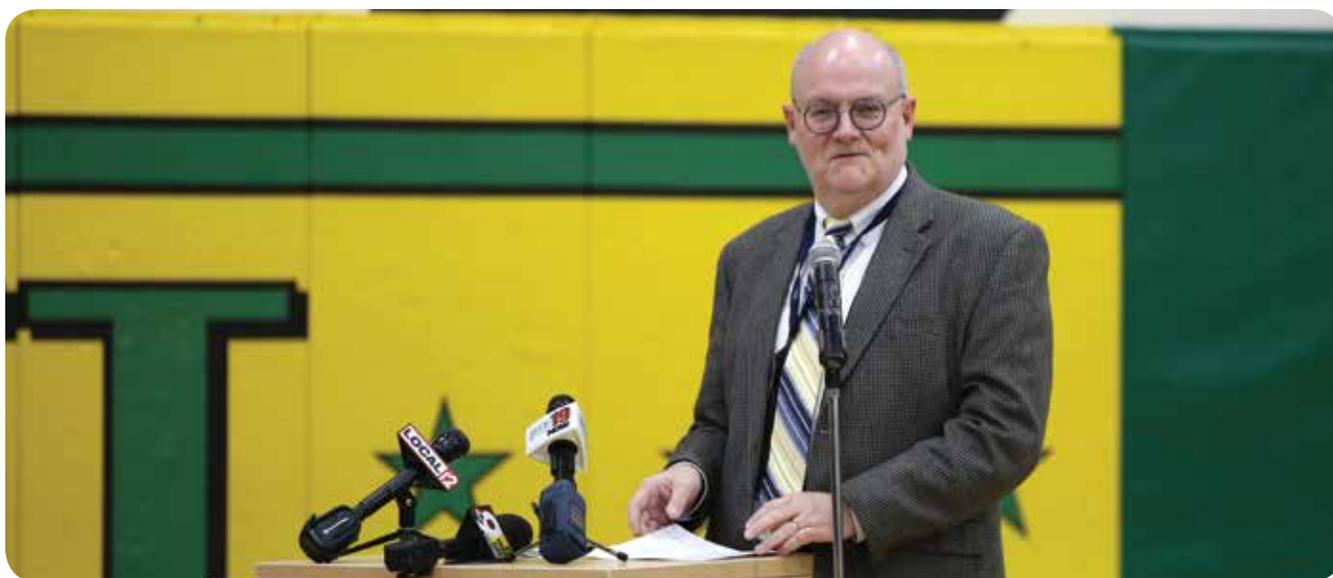
In addition, the Curriculum Department, Student Services Department, Positive Behavior Intervention Supports, Safety, and Testing provide training and support throughout the school year during districtwide professional development days.

Treasurer University

The Treasurer's Office offers ongoing training on a monthly basis throughout the school year for groups of employees based on need.

The Treasurer University also can be accessed through the CPS intranet (**mycps.cps-k12.org**) and contains videos, training tutorials and other resources for employees.

To learn more about the Treasurer University, contact Coronda Wilson.



Career Pathways

Cincinnati Public Schools is dedicated to not only attracting talented employees, but helping that talent continue to grow and be supported in a variety of ways. Career pathways let employees know what steps to take to go where they want in their careers, as well as how to access career development and training resources.

A career pathway considers the skills, knowledge and experiences needed for employees to deepen their effectiveness and progress laterally, or to gain access to promotions and transfers.

The Talent Development Team is beginning to chart career pathway opportunities for each role in Cincinnati Public Schools.

These opportunities will be shared so that all employees are empowered to grow in their careers.

Personal Growth Planning and Career Coaching

As career pathways are developed within Cincinnati Public Schools, personal growth planning and career coaching will be available through each department. Each employee will have the opportunity to reflect upon career goals, skills, needed knowledge and experience to create a plan to map out a career path and to grow as a professional.



Strengthen Your Leadership Skills

Leadership CPS

This new program gives employees with the desire to further their leadership skills opportunities to learn about leadership roles and the day-to-day operations of our schools.

Cohorts are chosen based on an employee's leadership potential regardless of current level or title. Cohort members receive leadership training, a behind-the-scenes look at leadership at CPS, and have opportunities to develop and present a project to Senior Leadership.

The first cohort of Leadership CPS opens in late Spring/Summer 2019 and will commence during school year 2019-2020.

Director and Manager Meetings

Monthly meetings for Directors and Managers focus on the development of leadership skills and supports to strengthen the effectiveness of each department in Cincinnati Public Schools. These gatherings offer opportunities for leaders to build networks across the district, and to learn from peers and outside experts.

Contact Susan Bunte for information or to ensure you are included in the appropriate meetings.

Principal and Assistant Principal Professional Development

Principals and Assistant Principals participate in a variety of professional development opportunities.

- Monthly professional development ensures that school leaders have the tools required to serve as instructional leaders, including training from Curriculum and operational updates from other CPS Central Office departments.
- Peer Cluster support sessions facilitate the discussion of relevant data and resulting classroom practices.
- Novice Principal Development includes monthly cohort professional development modules and collaboration, along with monthly coaching support.
- Field Administrators (school leaders) participate in monthly meetings that provide professional development in the Ohio Principal Standards and CPS operations.



Teacher Leadership

Miami University Leadership Program

Leaders from Cincinnati Public Schools and Miami University began talks about creating an Educational Leadership program during the 2017-18 school year. By the spring of 2018, the decision was made to pilot a four-course series for CPS teachers.

A four-course sequence is taught by a Miami University faculty member at Mayerson Academy and offered to CPS teachers at a discount:

Fall Year 1 - Educational Leadership

Spring Year 1 - Data and Decision-making

Fall Year 2 - Professional Development and Improving Instruction

Spring Year 2 - Family-Community-School Partnerships

CPS teachers can apply these 12 hours to the master's program in School Leadership that includes a principal's certificate.

Preliminary goals and action steps set for the leadership program include:

- Create a program that allows teachers to grow as teacher leaders or become building administrators
- Closely connecting the project work done in the courses to solving problems at the work sites
- Create a broad leadership community centered around the work of the cohorts

CPS teachers are notified by email about the next cohort. Teachers apply and selections are made before the end of each school year. Principals work in advance with selected teachers to identify topics and areas of need that can become the focus of their coursework.



Employee Faces



Breast Cancer Awareness Month



Performance Leadership Team
Shadow Day at the Schools



I am CPS "Caught You" Van



CPS Giving Campaign (United Way and Community Shares) Basket Raffle Winners



Lunch & Learn Session



The Cincinnati Public School District provides equal educational, vocational, and employment opportunities for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed, sexual orientation, or affiliation with a union or professional organization, and provides equal access to the Boy Scouts and other designated youth groups. The district is in compliance with Title VI, Title IX and Section 504 of the Vocational Rehabilitation Act. For additional information, contact the Title IX Coordinator or Section 504 Student Coordinator at (513) 363-0000.