Cincinnati Public Schools

Human Resources Department

Core Service: Recruitment

- Recruit talented and qualified employees through Recruitment Fairs
- Lead individual recruitment sessions
- Manage specialized recruiting
- Develop university partnerships
- Manage Applitrack Online Application System

Core Service: Certificated Staffing

- Ensure staff have appropriate licensure
- Ensure staff meet qualifications to be Highly Qualified Teachers
- Ensure teacher placement
- Work with Cincinnati Federation of Teachers (CFT) for contract compliance
- Maintain teacher career ladder
- Maintain salary schedules
- Track vacancies

Core Service: On Boarding

- Develop and deploy professional development
- Lead Benefits Orientation
- Mentor staff

Core Service: Healthcare Benefits

- Manage medical, dental, vision and life insurance plans
- Partner with vendors for additional offerings
- Staff monthly Benefits Committee
- Manage Wellness Works
- Manage Employee Assistance Program

Core Service: Human Resource Compliance

- Ensure staff have appropriate licensure
- Manage Family Medical Leave Act
- Ensure Americans with Disabilities Act (ADA) accommodations
- Manage leaves of absence
- Provide background checks
- Develop and enforce attendance policies
- Ensure staff meet qualifications to be Highly Qualified Teachers

Core Service: Civil Service Staffing

- Ensure staff have appropriate licensure
- Ensure staffing placement
- Provide testing for promotions
- Work with unions for contract compliance
- Ensure Civil Service Commission compliance
- Maintain salary schedules

Core Service: Principal and Teacher Evaluation

- Develop and manage online evaluations for employee groups
- Provide support for administrators
- Manage Track Evaluator credentials

Core Service: Data Integrity

- Ensure integrity of employee personnel data
- Integrate Business Plus system
- Maintain payroll
- Deploy exit surveys