



OFFICE OF
TALENT DEVELOPMENT

Departmental Processes and Procedures

CURRICULUM & INSTRUCTION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICE
STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE
ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • PURCHASING • INTER
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DEVELOPMENT • PURCHASING • INTERNAL AUDIT • SECURITY • GENERAL COUNSEL • CURRICULUM & INSTRUCTI
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SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • PER
FORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • PURCHASIN
INTERNAL AUDIT • SECURITY • GENERAL COUNSEL • CURRICULUM & INSTRUCTION • TRANSPORTATION • INFOR
& TECHNOLOGY MANAGEMENT • FOOD SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATI
ENGAGEMENT • FACILITIES • PERFORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDUCATION
TALENT DEVELOPMENT • PURCHASING • INTERNAL AUDIT • SECURITY • GENERAL COUNSEL • CURRICULUM & INST
TION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICE • STUDENT SERVIC
HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE & ACCOUNTABILITY • TI
SURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • PURCHASING • INTERNAL AUDIT • SECURITY • G
ERAL COUNSEL • CURRICULUM & INSTRUCTION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANAGEMEN
FOOD SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • I
FORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • PURCHAS
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TION & TECHNOLOGY MANAGEMENT • FOOD SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUN
TIONS & ENGAGEMENT • FACILITIES • PERFORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDU
TION • TALENT DEVELOPMENT • PURCHASING • INTERNAL AUDIT • SECURITY • GENERAL COUNSEL • CURRICULUM
NSTRUCTION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICES • STUDENT S
VICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE & ACCOUNTABILI
TREASURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • PURCHASING • INTERNAL AUDIT • SECUR
• GENERAL COUNSEL • CURRICULUM & INSTRUCTION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANA
MENT • FOOD SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILI
• PERFORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD EDUCATION • TALENT DEVELOPMENT • I
CHASING • INTERNAL AUDIT • SECURITY • GENERAL COUNSEL • CURRICULUM & INSTRUCTION • TRANSPORTATION
NFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUN
ICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD
EDUCATION • TALENT DEVELOPMENT • PURCHASING • INTERNAL AUDIT • SECURITY • GENERAL COUNSEL • CURR
NSTRUCTION • TRANSPORTATION • INFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICES • STU
VICES • HUMAN RESOURCES • COMMUNICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE & ACC
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• GENERAL COUNSEL • CURRICULUM & INSTRUCTION • TRANSPORTATION • INFORMATION &
MENT • FOOD SERVICES • STUDENT SERVICES • HUMAN RESOURCES • COMMUNICATIONS
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NFORMATION & TECHNOLOGY MANAGEMENT • FOOD SERVICES • STUDEN
VICATIONS & ENGAGEMENT • FACILITIES • PERFORMANCE & ACCOUNTABILITY • TREASURER • EARLY CHILDHOOD
EDUCATION • TALENT DEVELOPMENT • PURCHASING • INTERNAL
NSTRUCTION • TRANSPORTATION • INFORMATION
VICES • HUMAN RESOURCES • COMMUNICATI
TREASURER • EARLY CHILDHOOD
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Table of Contents



PREPARING STUDENTS
FOR LIFE



Table of Contents

Talent Development Org. Chart.....	pgs. 3-4
Core Services.....	pgs. 5-6
Procedures and Forms.....	pgs. 7-10
Monthly Checklist.....	pgs. 11-12

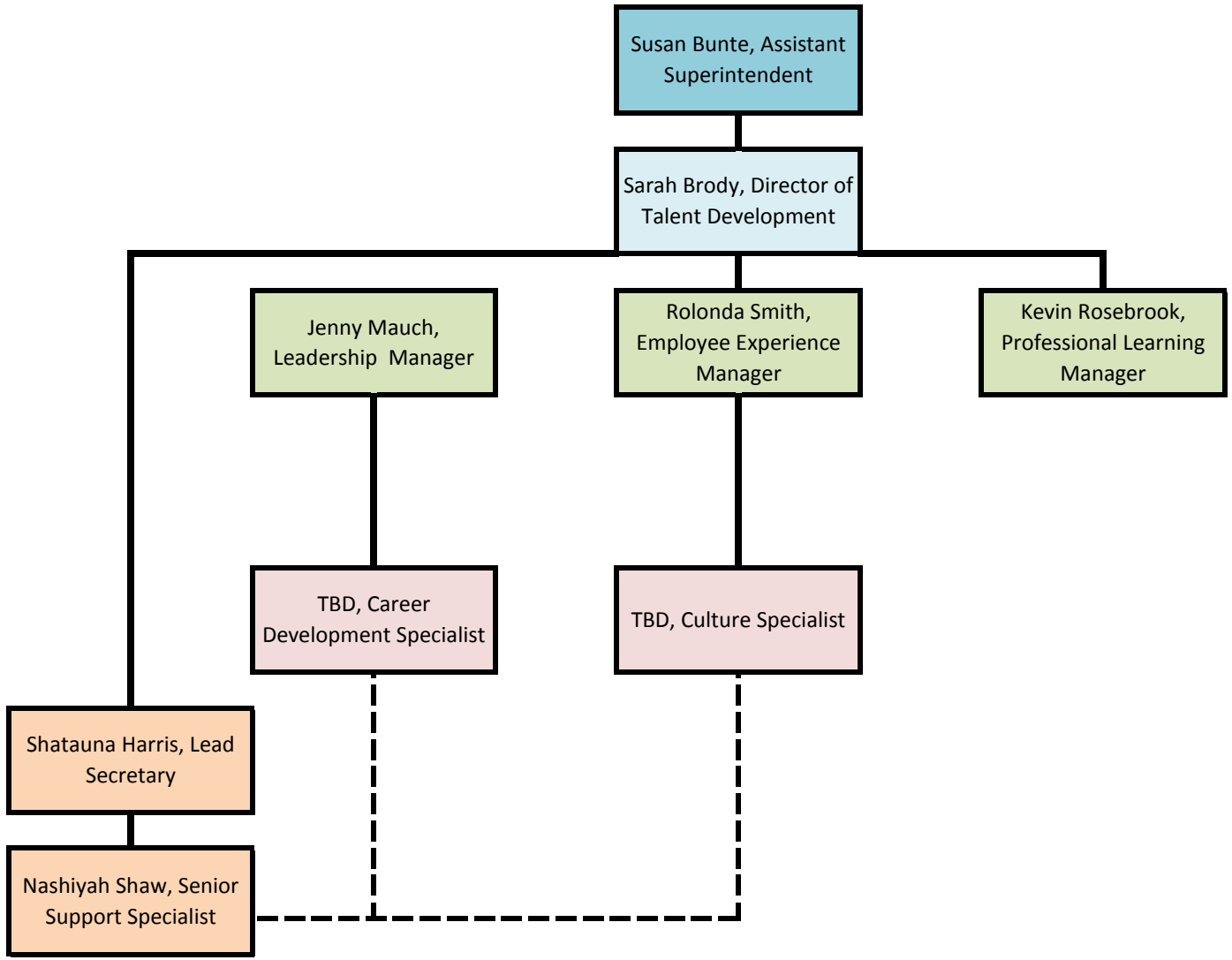


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Department Organizational Chart



PREPARING STUDENTS
FOR LIFE





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Department Core Services



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Talent Development Core Services

Core Service: Leadership

- Provide monthly professional development training for central office administrators in leadership roles
- Provide targeted leadership development training for aspiring and current assistant principals
- Support personal growth planning and development
- Codify career pathways and increase access to related training and development opportunities
- Develop, test, refine and support implementation of tools and resources to assist organizational leaders

Core Service: Highly Effective Systems

- Plan for more effective performance management
- Measure employee engagement annually
- Make employee services more accessible
- Ensure policies and practices support employee experience
- Create physical spaces that support employee experience

Core Service: Employee Experience

- Create a welcoming and positive culture through centralized onboarding and department-specific onboarding tools
- Offer opportunities for employee connectedness through affinity groups and lunch & learns
- Foster understanding of and commitment to the organizational core values
- Increase external partnerships that benefit all employee groups' health and wellness, as well as professional growth and learning
- Ensure all employee groups have access to awards and recognition programs

Core Service: Training and Development

- Develop and offer transformational competency-based professional development opportunities
- Launch and operate the new professional learning hub, LaunchED
- Provide opportunities for all employees to access equity training and professional development



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Procedures and Forms



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CPS APPLICATION FOR PROFESSIONAL DEVELOPMENT, TRAVEL/MEETING, OR CONFERENCE

Directions:

- Step 1 – Complete form
- Step 2 – Acquire supervisor’s signature
- Step 3 – Acquire accountant’s signature
- Step 4 – Accountant sends approved form to the Department of Talent Development

Log #:

Catalog: <input type="checkbox"/> Yes <input type="checkbox"/> No Category (My PD):
--

Course #: _____

Part 1: CONTACT INFORMATION

School or Department:	DATE:
Requested by:	Dates of Activity:
Place of Activity:	Person(s):
Course or PD Title:	

Part 2: ESTIMATED BUDGET SUMMARY

Description	Amount	Estimated Cost		Funding Source	Alias	Purchase order attached?	✓
		Per Person	Per Person X # of persons				
APPLICATION FOR PROFESSIONAL DEVELOPMENT							
Substitute Teachers	\$						
Teacher Extended Time	\$						
Consultant Fee Total	\$						
Copies	\$						
Materials / Supplies	\$						
TRAVEL, MEETING OR CONFERENCE APPLICATION							
Registration Fees							
Transportation (airlines, bus, etc.)							
Mileage – personal car							
Lodging							
Meals							
Substitute Teacher(s) needed							
TOTAL	\$						

Approval Signatures

Requestor _____ Date _____

Supervisor _____ Date _____

CPS Budget Office Accountant _____ Date _____

CPS Director, Grants Administration _____ Date _____ (only required if grant funded)

CPS CAAS Representative _____ Date _____ (only required if CAAS funded)

(If Travel, Meeting or Conference, only complete page 1 and attach brochure or flyer if applicable. If Professional Development, complete all relevant fields on pages 1 and 2.)

QUESTIONS? Email LaunchED@cpsboe.k12.oh.us or call 513-363-0406.

PLANNING PROFESSIONAL DEVELOPMENT

Part 3: DESCRIPTION OF PROFESSIONAL DEVELOPMENT – includes course level and pre-requisites

NOTE: The following description provided here will be posted online.

Statement of Needs/Justification – Why is this professional development needed? How does it tie to the CPS strategic vision and plan?

Part 4: SCHEDULING & PRESENTER INFORMATION

If this PD activity requires multiple courses with different audience participants at each course, a separate course number is needed for each group of audience participants. Multiple sessions of the same course number require participants to attend all sessions.

of Participants per Course: _____ # of Courses needed: _____ # of Sessions per Course: _____

Course # (to be assigned)	Target Audience	Session Date(s) per Course #	Session Time(s) From/To per Course #	Session Location (contact LaunchED to book rooms as needed)	Contact Hours
(1)					
(2)					
(3)					
(4)					

Technology <input type="checkbox"/> Laptops # _____ <input type="checkbox"/> Promethean _____	Food: <input type="checkbox"/> Prestige Catering (Purchase Requisition attached) <input type="checkbox"/> Other (to be reimbursed)	Materials: <input type="checkbox"/> Provided by presenter <input type="checkbox"/> Purchase Requisition attached
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NAME OF PRESENTER:	
NAME OF PAYEE (TO WHOM PAYMENT IS MADE, IF DIFFERENT THAN NAME OF PRESENTER):	
ADDRESS OF PAYEE:	
Phone(s):	e-mail:
Consultant Fee:	Consultant Travel/Lodging

For department use only:	
This professional development meets CPS Professional Development Standards. <input type="checkbox"/> YES <input type="checkbox"/> NO	
CPS Approver _____	Date _____



New Employee Onboarding Session

Agenda

- 8:30 Sign In / Continental Breakfast / Decorate Table Tent
- 9:00 Welcome – Susan Bunte, Assistant Superintendent
- 9:10 Our “Why” – Carolyn Jones, School Board President
- 9:20 Roll Call - Paul McDole, HR Director with I am CPS Culture Team
- 9:30 I am CPS – Rolonda Smith, Employee Experience Manager
- 9:50 **Break**
- 10:00 Payroll – Amy McFadyen, Assistant Payroll Supervisor
- 10:30 Benefits - Stephanie Woods, Benefits Supervisor
- 12:00 **Lunch**
- 12:30 Tour of Education Center
- 1:00 Nuts & Bolts – Eric King, Director of Information Technology & Applications
- 1:30 My Tomorrow / Vision 2020 Panel – Wes Hargrave, My Tomorrow Senior Technology Supervisor, Sean Kaufenberg & Mark Hesford, My Tomorrow Techs
- 2:00 **Break**
- 2:15 Health & Safety – Cynthia Eghbalnia, Environmental Health & Safety Manager
- 2:30 Character Strengths – Joe Moorman, Mayerson Academy
- 3:30 Evaluation

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Monthly Checklist



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Monthly Events:

- AP Development for all AP's
- AP Cohort Training for Principal Development
- Lean In Meetings (Central and School)
- Dare to Lead Study (Early and Late)
- Career Support Cadre Meetings (Starting in January)
- Associate and Specialist Meetings (bi-monthly starting in January)
- Equity Committee Meetings (General Meeting and sub-committee work)
- Leadership Development for Directors and Managers in Central Office
- Emerging Leaders (Leadership CPS) Training (Starting in November)
- Creative, Integral and Unitive Leadership Development for CAAS (CPS Next) Starting in January
- Crucial Conversation and Communication Training (until January)
- Employee Engagement Newsletter
- Centralized Onboarding
- Employee Affinity Groups
- Lunch & Learns
- Culture Team Meetings
- I AM CPS Ambassador Meetings

Other Recurring Events:

- AFSCME Employee Appreciation (February)
- CFOP Employee Appreciation (April)
- Retirement Celebration (May)
- I AM CPS Fest (June)
- Leadership Conference (June)
- Employee Survey (September)