

**Proposed 2010-12 Qualitative Goals & Strategies** (Some same or similar goals continue from the prior plan.)

The committee identified the following:

1. Continue efforts to **broaden the recruitment “net”** to further include minority and disabled communities and/or media, such that vacancy notices are more apt to communicate with under-represented individuals and groups. These strategies include ongoing work to:
  - ◆ Maintain devoted FTE and develop a team for proactive recruitment efforts to attract individuals from under-represented groups. These activities include:
    - Forming partnerships with post secondary education institutions, and/or diversity programs for purposes of personalized recruitment (i.e. job shadows, internships, practicum, fieldwork experiences), employment and sharing information on Agency openings.
    - Making presentations and providing information about GWAEA employment opportunities in person and through electronic formats including participation in job fairs and/or professional conferences.
    - Potentially exploring scholarship/mentorship options that would identify talented future employees from under-represented groups and support their postsecondary education in exchange for a commitment to work at the Agency.
    - Updating GWAEA job vacancy page to include web 2.0 tools (twitter, video clips, e-recruiting, etc.) for recruiting purposes.
  - ◆ Continue expanded posting of job openings and further develop network to include the NAACP, Iowa Vocational Rehabilitation Services, professional organization websites, Diversity Focus and other organizations with ties to community groups. The private college diversity network, coordinated through the African American Museum in Cedar Rapids, can also be explored.
  - ◆ Continue to review job seeker credentials referred by community organizations and invite applicants who appear to meet qualifications to apply.
2. Provide information on **area community/social/network opportunities and resources** to interviewed candidates.
3. **Develop mentoring and induction supports for newly hired staff** from under-represented groups to help job retention. Supports could include job-related assistance & making community/social connections.
4. Develop **professional development modules** to move along the cultural proficiency continuum and explore belief systems across job categories within the Agency. Consider common Agency learning for cultural proficiency and the development/delivery of one or more core professional development modules. At this time, it’s recommended that all Agency staff participate in a needs assessment and at least one professional development module per year based on assessment data, rather than requiring a mandatory, all-Agency staff development.
5. **Continue staff development for Agency managers** related to supervision practices, the current EEO/AA Plan, and nondiscrimination policies.
  - ◆ Integrate diversity leadership proficiencies within the Learning and Leadership meetings through a two-year book study for managers: *Cultural Proficiency: A Manual for School Leaders*.
6. Explore the value of the **Diversity Focus training modules** by having members of the Grant Wood AEA equity advisory committee attend a minimum of two modules.
7. Continue to **provide information on web access and to offer PD sessions open to all AEA staff** which informs them on prevention of harassment in the workplace, Agency nondiscrimination policies and existence of the EEO/AA plan.

8. **Enhance the Agency web site to add user-friendly tools** for individuals whose native language is not English. These may include:
- ◆ Increasing visibility for translation capability on the Agency home page.
  - ◆ Providing text versions of Agency brochures that can be translated.
  - ◆ Adding a parent feedback link.
  - ◆ Adding information about interpretation and translation assistance.

### **Plan Distribution**

The Grant Wood Area Education Agency shall disseminate the Equal Employment Opportunity/Affirmative Action Plan and policies as follows:

- ◆ A copy of the plan will be provided to each Grant Wood AEA Board Member.
- ◆ A copy will be available for public use in the Human Resources Office and in the Grant Wood AEA Professional Library.
- ◆ A copy of the plan is posted on the Agency web site.
- ◆ Following approval from the Board, Agency employees will be notified of the adopted plan and its locations via internal newsletters.
- ◆ A copy will be made available to the Iowa Director of Education upon request.
- ◆ The Agency's EEO/AA policy statement shall be distributed to all applicants for employment and, on an annual basis, to employees, recruitment sources and the public.

### **Policy Statement Distribution**

The Agency's EEO/AA policies are distributed to all applicants for employment and, on an annual basis, to employees, recruitment sources and the public via notice in newspapers of the 7-county area.

### **Physical Facilities Analysis**

The management staff responsible for facility operations submitted this summary of Grant Wood AEA facilities:

1. **4401-6th St SW, Cedar Rapids, Iowa**  
This is the main facility for the Agency. Parking for persons with disabilities and an elevator provide access to second floor. Also, the signage accommodates the needs of all individuals.
2. **200 Holiday Rd, Coralville, Iowa**  
This building is a single story with a handicapped entrance and parking. Signage and grading accommodate the needs of all individuals.
3. **1120-33rd Ave SW, Cedar Rapids, Iowa**  
This is the most recent facility acquired by the Agency. This building has been made into business condominiums and the Agency owns the first and second floors of the office complex. An elevator provides access to facilities on the second floor. The signage is being updated to accommodate the needs of all individuals. We will be discussing with the building owner's association repair of some concrete breaks in side walks near the entry to the building as well as some re-striping of parking spaces for persons with disabilities as needed to improve access to the main entry.