

STRATEGIC OR NOT? QUIZ

Directions:

For each of the tasks or responsibilities below that Human Resources may do, check whether you consider the responsibility to be strategic (S) or not strategic (NS).

Responsibility	S	NS
1. Offering an early contract to a special education candidate		
2. Determining whether a teacher qualifies for additional salary credit for thirty credits beyond the bachelor's degree		
3. Helping a principal analyze a summary of the teachers' use of sick, personal and professional development leave at her school		
4. Switching a teacher's health care provider during open enrollment		
5. Helping a principal determine who to surplus when budgets are cut		
6. Determining whether a candidate is fully certified or not		
7. Reviewing with the assistant superintendents a report to principals on their annual turnover rate for the last three years		
8. Assisting an internal teacher candidate in applying for a transfer position		
9. Building a pool of qualified candidates for a new teacher mentor position		
10. Ensuring a teacher's personnel file is up to date		
11. Assisting an assistant principal write a letter of concern to one of his instructional assistants who continues to report to work late		
12. Helping a principal arrange for a teacher to visit a highly effective teacher in another building		
13. Sitting on a panel interview for the principal position to ensure all questions asked are legal		
14. Meeting with the Union/Association in preparation for possible layoffs		
15. Attending training for principals in the new teacher evaluation system		

Guiding Questions:

- What are your criteria for deciding what work is strategic or not?
- What portion of your typical day is spent doing strategic work?
- What portion of your entire staff (HR/HC Leads) do you think is dedicated to strategic work?