

HUMAN RESOURCES SERVICES

Assistance



Save your school system time, money, and resources by utilizing the Human Resources Services Assistance program at Region 4 Education Service Center!

MINORITY RECRUITMENT *Services*

- ***College/University Recruiting***

Region 4 spends more than \$5,000 annually to promote HRSA member districts at select Texas college and university job fairs. Brochures designed specifically to promote member districts and the Texas Gulf Coast Teacher Job Fair will be distributed at all job fairs. *Nonmembers pay \$3,000 for this service.*

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- ***Cooperative Advertising***

Region 4 invests more than \$20,000 in minority advertising efforts for all member districts. Our advertising campaign places job fair advertisements in national publications with primarily minority subscribers. An annual report of the entire campaign is provided to all participating districts. *Nonmembers pay \$2,000 for this service.*

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- ***Texas Gulf Coast Teacher Job Fair***

Every June, Region 4 and the Gulf Coast Association of School Personnel Administrators host a job fair in the Houston area to help recruit teachers for all member districts. Region 4 and GCASPA take care of all the legwork to ensure that a multitude of diverse potential employees attend the job fair each year. *Nonmembers pay for membership in GCASPA, \$125 per event day.*

CERTIFICATION *Services*

- ***TEA Certification Information***

Region 4 certification specialists are responsible for attending statewide certification meetings and other TEA-sponsored information sessions. Certification information will be reported to member districts' human resources office. *Nonmembers pay \$100 to be placed on the distribution list.*

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- ***Consultation***

Certification consultation services will be provided as needed to member districts by telephone or e-mail from a Region 4 certification specialist. *Nonmembers pay \$50 per consultation.*

- **Training**

Upon request, a Region 4 certification specialist will provide training on certification procedures. Trainings will be open to all member districts.
Nonmembers pay \$75 per participant.

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- **On-Site Certification Consultation and Training**

Region 4 has in-house specialists who can provide on-site consultative/training services for all certification-related issues.
Nonmembers pay \$800 per day or \$500 per half-day plus mileage.
Members pay \$600 per day or \$350 per half-day plus mileage.

ADDITIONAL Program Benefits

- **Permit Application Processing**

Permit application processing can be an extremely time-consuming task. Allowing HRSA to take care of this task frees up your staff, saving your school time and money.
Nonmembers pay \$50 per permit.
Members pay \$25 per permit.

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- **Online Job Search Listing**

Member districts will have district contact information and links to their websites posted on the Region 4 website. This information is also included in the brochure distributed at all job fairs and mailed nationwide.
Nonmembers pay \$1,500 for this service.

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- **Online Job Postings on the Region 4 Website**

HRSA members are provided free, unlimited access to post professional job openings throughout the year.

- **Annual Teacher Salary Survey**

A survey of teacher salaries in the Region 4 area will be completed in the fall of each year. Out-of-region HRSA members' salary information will also be included. It is a one-stop source for teacher salary information.

Nonmembers pay \$500 for this service.

- **Teacher-Needs Projection**

Two teacher-needs projections will be created each year. One report will include all Region 4 area schools; the other will include all schools statewide.

Nonmembers pay \$500 for this service.

HRSA Program Fees

DISTRICT ADA	FEE
0–499	\$260
500–999	\$525
1,000–2,499	\$1,050
2,500–4,999	\$1,575
5,000–9,999	\$2,100
10,000–19,999	\$2,625
20,000–34,999	\$3,150
35,000–49,999	\$3,675
50,000–69,999	\$4,200
70,000–89,999	\$4,725
90,000 +	\$5,250

Note: Membership fees will be based on current district ADA totals.



ENROLLING in the Program

To participate in the HRSA program, districts, private schools, and charter schools must submit a commitment form completed by the school superintendent or designated school official. A copy of this form may be obtained by calling **Region 4 School Personnel Solutions** at **713.744.6338**.