

## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2016.** Please include this application form with electronic entry.

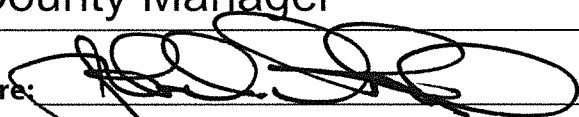
### PROGRAM INFORMATION

County: Henrico County  
Program Title: Student Teacher/Counselor Intern Reception  
Program Category: Organizational Development

### CONTACT INFORMATION

Name: Cristol Klevinsky  
Title: Management Specialist  
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### SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: John A. Vithoukas  
Title: County Manager  
Signature: 

### **Short Overview**

Building relationships, fostering partnerships and supporting the education of our future teachers are priorities for Henrico County Public Schools. The HCPS Student Teacher/Counselor Intern Reception is a program for any student teacher completing his or her education through one of our university partners. The event highlights and recognizes the students and counseling interns completing their required program-placements with their college or university and who have served as student teachers with HCPS. The reception augments the training they receive at HCPS to help them become successful, qualified teachers and school counselors. This is a way to focus on building relationships with future teachers who may come to our school division. The program also builds strong community relations with our university partners.

### **The Problem/Challenge/Situation**

With the fiercely competitive job market, the demands for securing experienced, qualified educators can be challenging. Hosting student teachers and counselor interns is a way for HCPS to connect with teacher candidates at an early stage in their careers. The reception allows the students and interns to gather in one location and receive valuable information about our school division and gives Henrico County the chance to show prospects that they are important to our schools.

### **How the Program Was Carried Out**

This unique event allows attendees to interact with members of the HCPS leadership team. It also gives them a chance meet peers from other universities who have similar interests and experiences.

The event features speeches by the superintendent of schools; School Board

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members; educational specialists; and previous student teachers and interns who have become full-time teachers in Henrico County. Attendees learn how to apply for positions; increase their marketability; use their new relationships to attain goals; and sharpen their teaching skills.

The event equips students and interns with insights on how to move forward once their student placements conclude. We hope that the reception and their successful placement experiences will entice these students to pursue full-time teaching positions with HCPS.

The objective of the program is to create a platform where all current HCPS student teachers and counseling interns come together to receive acknowledgement and receive information on how to obtain teaching positions within Henrico County Public Schools. We also highlight HCPS as a premier school division and a great place to work. But we don't just focus on HCPS – we also give beneficial interviewing tips and techniques that will benefit the attendees for any future application process. As well as, informative licensure information that will benefit the student teachers in making them more marketable for employment.

The receptions are held once a semester to ensure that the information shared is timely to the graduation of the student teacher/counselor interns. The preparation for the reception begins once the previous semester's reception ends, as a new group of students and interns is already preparing for their placement experiences.

The clientele is current-semester student teachers and counselor interns from

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various colleges within Virginia and across the country who are completing their required student teaching/internship placement within Henrico County Public Schools. The Henrico County Public Schools Student Teacher/Counselor Intern Reception, hosted by the HCPS Human Resources Department, provides an informational afternoon of presentations, speakers, important licensure information and tips for successfully securing a teaching position within Henrico County Public Schools or other Virginia public school divisions. The school division's human resources department coordinates the placement of student teachers and counselor interns and hosts the reception for them.

Meeting the daily needs of student education is the primary focus of Henrico County Public Schools. This means securing qualified educators for the future success of our students. Hiring the best possible candidates is crucial to Henrico County Public Schools' mission: Giving all students the right to achieve and the support to succeed. Budget constraints have affected all parts of the school division, including the reception. HCPS officials even considered discontinuing the event to save money. However, the reception has proven so popular and effective that continuing it was deemed crucial. Some prospects have stated that they asked to complete their placement within HCPS simply because we honored them with a reception; made valuable information available; and provided an opportunity for them to make important connections within the division.

We have made strong efforts to reduce the costs of the event; the HCPS Human Resources Department cut food, beverage and decoration costs.

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The following technology items were used:

- Internet - <http://henricoschools.us/>
- HCPS website and henricojobs.com - <http://henricoschools.us>,  
<http://myhenrico.org>
- Excel databases
- Email

#### **Financing and Staffing Cost**

The main costs of the reception are incurred through the facility rental and light refreshments provided for the attendees. The cost of each reception averages \$2,000-\$2,100. This budget compares favorably with the cost of out-of-area recruiting efforts to interact with the same number of high-quality candidates.

#### **Program Results**

The hiring of many highly qualified candidates who are former student teachers/counselor interns is evidence for the success of the receptions. In the last year, we have hired 43 of our former student teachers in full time teaching positions. HCPS has hired former student teachers and interns in the following areas: 2 biology teachers, 5 counselors, 20 elementary education teachers, 3 English teachers, 2 history and social studies teachers, 4 library/media specialists, 2 art teachers, 2 biology teachers and 5 special education teachers within the last year, alone.

#### **Brief Summary**

The Henrico County Public Schools Human Resources Department Student Teacher/Counselor Intern Reception is a valuable asset to the county's recruitment

efforts. Although many agencies use outside services to recruit and secure their potential employees, Henrico County prefers to find ways to grow our own when possible. A large number of employees within Henrico County Public Schools have either gone to HCPS schools or are current or former residents of the county. Many who have left Henrico to attend school elsewhere will request their student teaching/counseling internship placements within HCPS because Henrico County is their home and they wish to return.

The Student Teacher/Counselor Intern Reception program is an effective tool for encouraging these graduates to seek employment with Henrico County Public Schools. We use this event to show our appreciation for these future educators and to extend our sincere interest in employing them as they pursue their careers in teaching and counseling. We also provide them with information and materials to make them more marketable candidates for employment, whether it is within Henrico County or elsewhere. In collaborating with these student teacher/counselor interns for their clinical placements and then celebrating them at the receptions, it not only benefits them, but also Henrico County Public Schools. Our school division cultivates early access to a pool of highly qualified teaching candidates. This, in turn, benefits our schools and students.

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Henrico County, Virginia

