



Brookings School District

Empowering all learners to embrace and be inspired to realize their potential.

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TO: Board of Education
FROM: Laura Gerjets
RE: Human Resources Administrative Report
DATE: November 12, 2024

A Great Place To Work

Now that we are through the first few months of the new school year, I would like to update you with a few statistics about our hiring.

- **Hired:**
 - 58 full-time/permanent positions were filled with new employees.
 - 84 new part-time employees have been hired to-date (substitutes, playground/lunchroom/bus supervisors and non-teaching coaches).
- **Open Positions:**
 - We are still looking to hire about 7-10 Instructional Assistants
 - This number changes based on the needs of our current students and new students that move into the district.
 - 3 extra-duty positions (coaches and advisors)
 - 1 part-time Night Facilities Worker
 - 1 full-time Night Facilities Worker
 - Find all openings and information on our employment website by clicking [HERE](#)

A School District of Excellence

At the end of last school year we were gifted an electronic fingerprinting machine from the South Dakota Division of Criminal Investigation (DCI). This allows us to conduct new employee fingerprinting in our office and it instantly transmits the fingerprints to DCI for their processing. This streamlines the hiring process for our new employees and centralizes the tasks needed to become a Brookings School District employee. It has been a big change for the administration office, but it is working well as we get background check results back much faster.

This fall, I attended two different events promoting open employment positions. One event was the SDSU Campus Festival the week that college students returned to campus and the other was the SDSU Part-time Job Fair put on by the Office of Career Development. I spoke to approximately 210 students between the two events.

