

CREATIVITY DURING THE HIRING PROCESS



Introductions

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Introduction

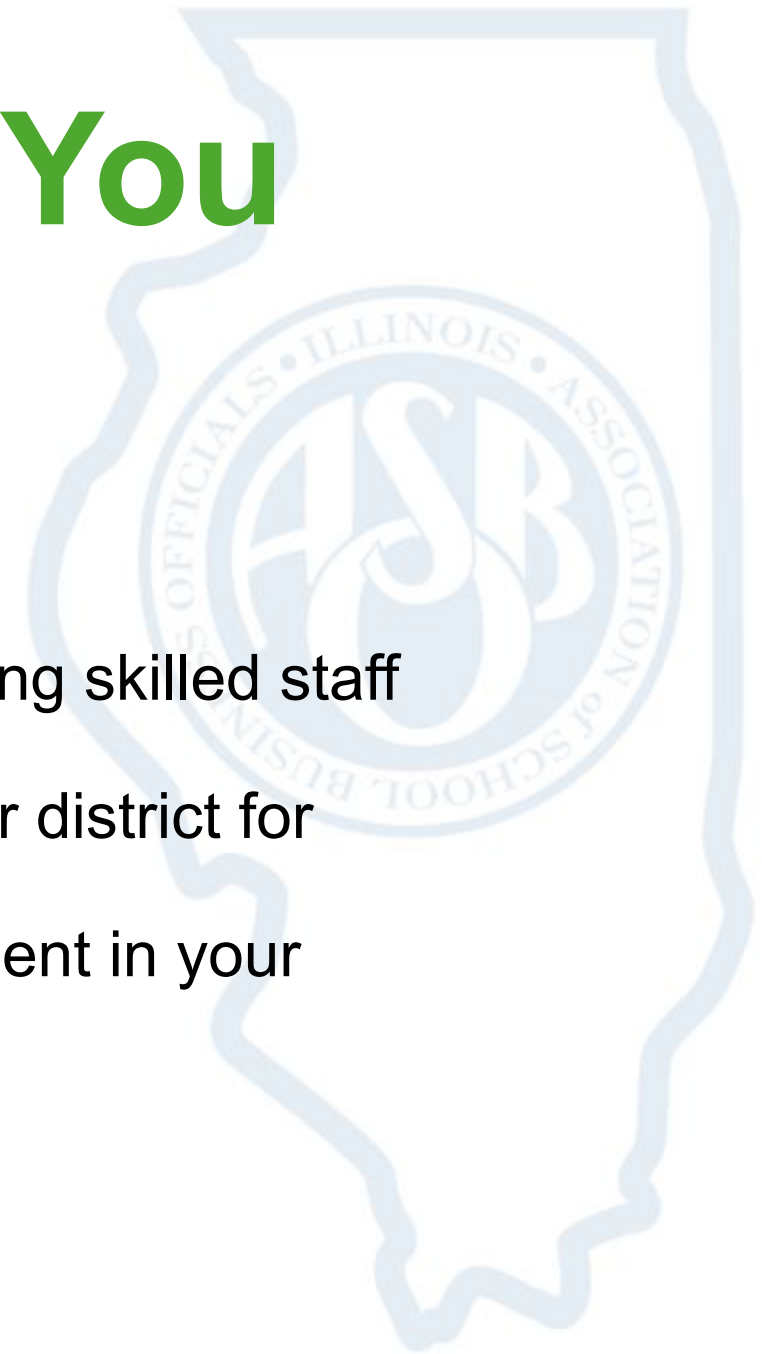
This presentation explores effective strategies for recruiting and retaining skilled staff in school operations.

We will cover key practices from job posting to internal advancement, highlighting communication and incentives that create lasting teams



What Challenges Do You Face ?

- What challenges have you faced in recruiting and retaining skilled staff in school operations?
- What current strategies do you find most effective in your district for attracting new talent?
- In what areas do you see the biggest need for improvement in your hiring and retention processes?

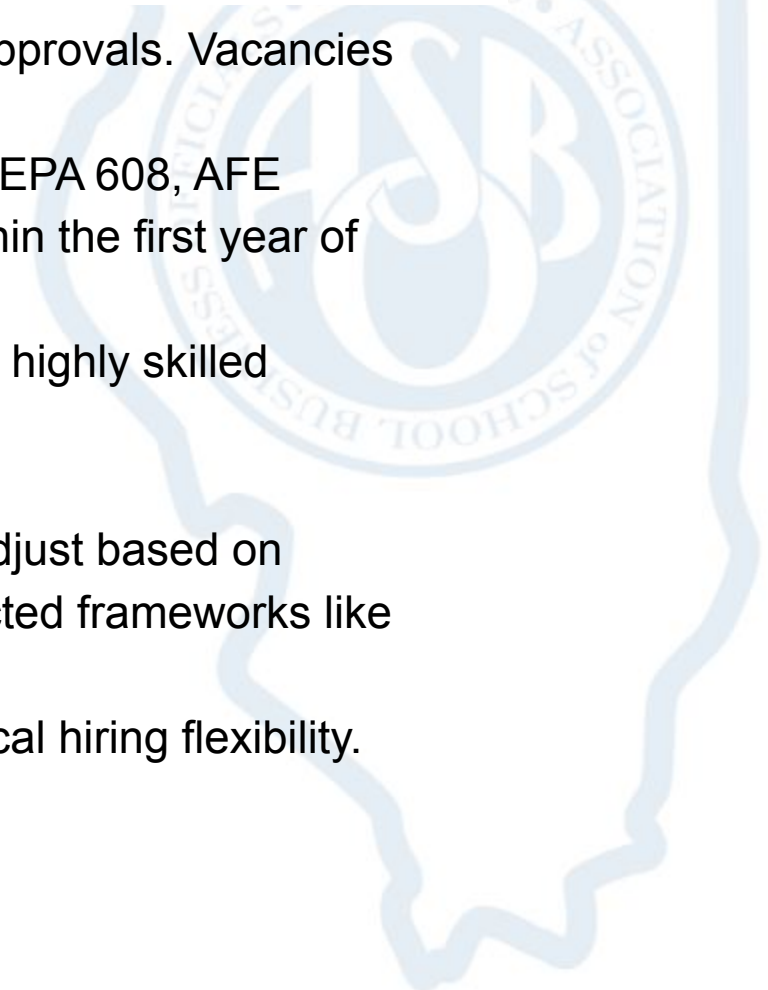




What are We up Against?



- School hiring is often slow, involving multiple layers like HR, background checks, and board approvals. Vacancies often cannot wait, so reducing the onboarding timeline is essential.
- Frequently, Buildings and Grounds roles require certifications or licenses such as CDL, CPO, EPA 608, AFE credentials, etc. Some districts list these as required, while others allow staff to earn them within the first year of employment.
- Some districts require degrees for administrative or management roles, which can discourage highly skilled tradespeople who have years of experience but no formal degree.
- Changing terms like “required” to “preferred” can open the door to more qualified applicants.
- Pay, job titles, and benefits are often locked in by board policy or contract, making it hard to adjust based on individual experience. Some roles should have negotiable terms, especially outside of contracted frameworks like administrative or management roles.
- Every district is different, but across the board, we need to balance high standards with practical hiring flexibility.



Set the Tone from the Start

- Be direct and transparent.
- Include work schedule, shift expectations, physical demands, licensing or educational requirements, salary range, and who the role reports to.
- Clearly outline both requirements and preferences.
- State explicitly if pay or terms are negotiable to increase the candidates interest.
- Candidates want to know what they are signing up for before applying.



Adjust Your Structure, Not Your Standards



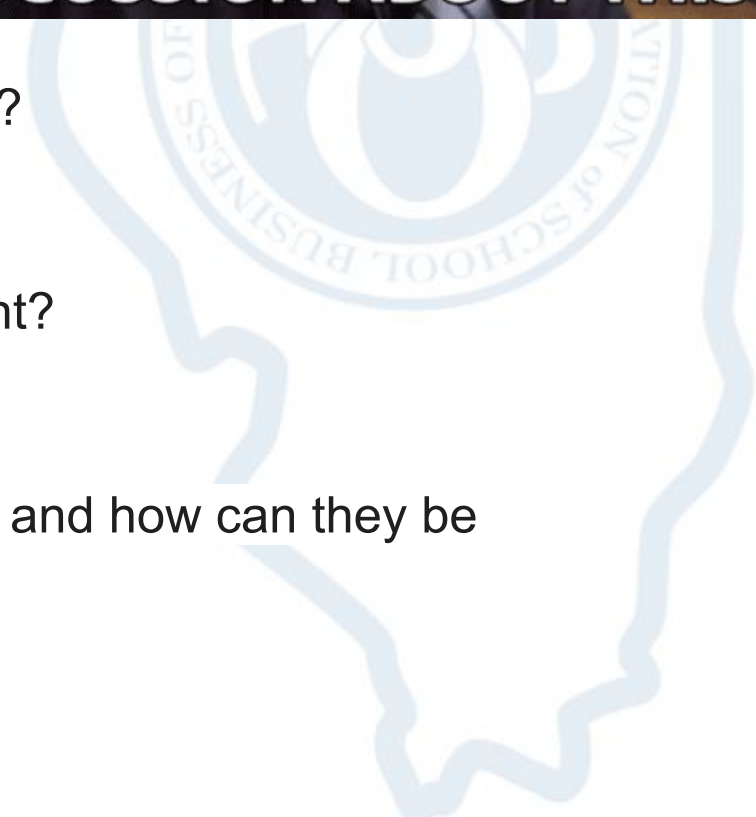
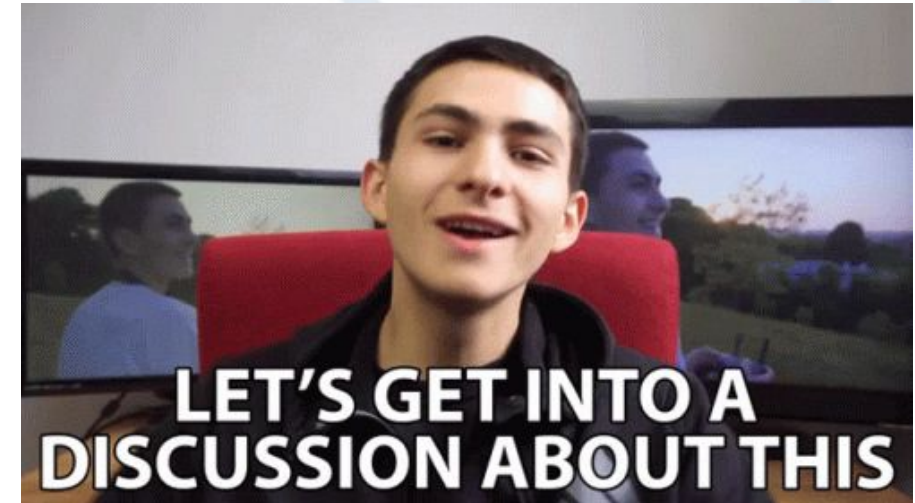
- **Offer alternative schedules** that benefit both Buildings and Grounds and applicants:
 - Four 10-hour shifts.
 - Weekend-only roles.
 - Tuesday through Saturday coverage to reduce overtime and cover high-demand facility use
- **Utilize seasonal or short-term roles** during school breaks and summer for project-based workloads.
 - These roles can help potential full-time employees prove themselves.
 - Prioritize these individuals for future openings
- Flexibility is not about lowering expectations. It is about expanding the candidate pool while maintaining high standards for the work.

A group of four diverse people (three men and one woman) sitting around a table, engaged in a meeting or discussion. The image is framed by a light blue abstract shape at the top and bottom.

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- A group of five diverse people (three women and two men) are seated around a white conference table in a bright, modern office setting. They are engaged in a meeting, with some looking at a laptop screen and others looking towards the camera. The room has large windows in the background, letting in natural light. The people are dressed in business casual attire. The overall atmosphere is professional and collaborative.

Discussion

- Do you prefer to hire from within or outside of your district ? Why ?
- What are some of the biggest benefits you've seen when promoting from within?
- How do you currently identify talent within your district for potential advancement?
- What are some common barriers to internal advancement in school operations, and how can they be overcome?



Retention Through Internal Advancement

- Why do you think people stay? (Question for the group)
- Identify the talent already within your district and build from there. The best candidate for your next opening might already be on your team.
- Promoting from within boosts morale, shortens onboarding time, and shows staff growth is possible without leaving.
- Offer clear steps for advancement through certifications, licenses, or added responsibilities.
- Do not assume people know their options. Talk openly about development opportunities.
- I was once told, “Never be afraid to make your team better than you.” That advice stuck with me and shaped how I lead.





Fostering Collaboration & Trust: Communication with B&G



- Collaboration between CSBO and Facility leaders improves communication and transforms district culture.
- Partnership creates shared ownership. CSBOs gain a clearer understanding of day-to-day realities, and Buildings and Grounds staff feel respected and included in the bigger picture. This leads to smarter planning, better retention, and a more thoughtful use of resources.
- This approach is about creating stability, not just efficiency. When there is a clear path and alignment, staff can focus on pride in their work instead of constant crisis management.
- Trust fosters growth: Relationships between CSBOs and the B&G team opens doors for learning, stepping up and career advancement. Talented staff receive the support they need.
- Develop from within to keep good people, build trust and move the district forward.



Real Incentives That Matter

- When you cannot raise base pay / salary , reward value in other ways.
- Offer pay increases for certifications, licenses, or degrees.
- Create stipends for unofficial leads or those in extra-responsibility roles.
- Provide bonuses or incentives for staff with strong attendance and reliability.
- Expand boot and clothing stipends so staff can work comfortably and safely.
- Offer longevity pay bumps at 5, 10, or 15 years. A step structure rewards loyalty.
- Host staff appreciation lunches or breakfasts throughout the year.
- Create an Employee of the Month program with real perks.

EMPLOYEE OF
THE MONTH



Building Your Future Team

- The goal is not just to fill a vacancy. It is to create a dedicated process that builds momentum for the future.
- You do not need to lower your standards, but you may need to rethink your process. The right people are out there, but they will not wait six weeks to hear from you.
- If you want staff who stay, grow, and lead, then your hiring and development strategy needs to reflect that from day one.
- Be clear, be present, and be consistent. Leadership is what keeps people, not just pay.
- Every clear job post, honest interview, and internal promotion plants a seed. When the next opening comes, you will already be ahead.



Conclusion

Effective recruitment and retention in school operations require clear job definitions, flexible hiring strategies, and internal advancement pathways.

Strong collaboration between school business managers and operational teams fosters a positive culture and efficient resource use.

Implementing supportive systems with solid deployment, efficiency gains, and data security ensures sustainable success in managing school operations.

Leadership, transparency, and consistent communication are key to building and keeping talented teams who drive districts forward.





Questions and Answers

We thank you for your time!

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