

# AR Strategic Solutions

[www.arstrategicsolutions.com](http://www.arstrategicsolutions.com)



## CREDENTIAL MANAGEMENT

We provide credential management services to ensure compliance with state and federal requirements.

## HUMAN RESOURCES MANAGEMENT

- Assisting with mandated annual reports
- Auditing and managing personnel records
- Developing acceptable interview questions and techniques
- Developing forms and templates
- Developing job descriptions
- Developing reference check questions and guidelines
- Establishing new employee orientation programs and required forms



## RECRUITMENT AND RETENTION

Our specialized recruitment plans are tailored to the needs of each position. We are committed to helping you attract, develop and retain a professional and highly qualified staff.

## EVALUATION DEVELOPMENT

We specialize in creating an evaluation system that meets your needs while maximizing work productivity. We believe individual performance is key to building a strong school district.

## PROCEDURE AND POLICY DEVELOPMENT

- Confidentiality agreements
- Employee handbooks
- Employment contracts
- Internet, email, drug and alcohol abuse policies
- Sexual harassment compliance
- Vacation, sick leave and absence policies

## PROFESSIONAL DEVELOPMENT AND TRAINING

- Conflict resolution
- Effective leadership development
- Employee discipline
- Leadership and motivation
- Mentoring and coaching
- Organizational development
- Programs to encourage growth, training and education
- Team building



Human Resources Services  
for  
*School Districts*

## OUR COMPANY

AR Strategic Solutions (ARSS) understands the importance of a quality human resources program in working to increase academic achievement and enrich the lives of your students.

We are committed to supporting merit and non-merit school districts with a team of specialized consultants that have decades of experience working with school districts in all areas of human resources.

ARSS understands the unique needs of school districts. We will work with you to develop an individual HR plan that meets your needs. We will ensure that your organization is given the value it deserves by receiving the level of support necessary to fulfill your mission and accomplish your goals. ARSS is committed to giving you the highest level of services and to assist you by establishing organizational structures that yield best practices.

ARSS operates a full-service human resources company that provides a full spectrum of services to school districts. Our goal is to provide expertise in all areas of human resources and relieve you of the stress and hassles related to human resources administrative responsibilities. ARSS provides human resources services focusing on the particular needs of school districts.



## OUR SERVICES

### ~ CLASSIFICATION AND COMPENSATION STUDIES ~

Accurate job descriptions are vital to the efficiency and effectiveness of an organization. A classification and compensation study will ensure that your job descriptions and salary schedules reflect the needs of your school district. *Our services include:*

- Creating a sound evaluation system for analyzing and developing a new classification structure.
- Reviewing, analyzing and updating duties and levels of responsibility.
- Examining the knowledge, skills, abilities and minimum qualifications necessary to complete the job.
- Using a methodology to determine internal equity and alignment within the job families.
- Allocating individual classifications to a job family to maintain equity in pay and ensure that titles correlate with each other.
- Establishing pay range for each classification based on skill level comparisons of positions that are similar in nature and scope.
- Using salary surveys as a comparison tool to establish relationships between positions and compensation.

