

SERVICE STAFF DEVELOPMENT POLICY

1.0 General

1.0 Scope - This policy establishes the General Implementation Process for staff development activities in the district. This staff development program provides for job related training for service personnel.

2.0 Purpose

Schools exist to facilitate student learning, and an ongoing staff development Program for all personnel is essential to enhancing student learning. Staff development should be a continuous, developmental process ultimately based on staff needs to meet county and state goals.

3.0 Organization – Funding

3.1 The Board shall schedule annually at least 18 hours of staff development for service personnel. At least 12 of the 18 hours must be scheduled prior to January 1. Exceptions to the schedule may be granted by the Superintendent for innovative programs.

3.2 The Board shall establish a Service Personnel Staff Development Council and shall implement a comprehensive system of staff development.

3.3 The Board shall make available an amount equal to one tenth of one percent the amount provided in accordance with West Virginia Code §18-9A-5 and credit such funds to an account to be used by the Council to fulfill its objectives. The Board will have final approval for all disbursements and may consider other funding sources.

4.0 Principles of Operation

The Board hereby incorporates the following components and governing principles for the operation of county service personnel staff development.

4.1 All staff shall participate in at least eighteen hours of job related staff development each year. Job related means that programs available to all service personnel are relevant to: (1) their areas of assignment; and (2) their job classification and job description. The failure of a service employee to obtain required staff development in accordance with the terms of this policy may be regarded as willful neglect of duty and result in disciplinary action.

4.2 The Staff Development Program shall promote personal growth and lifelong learning for service personnel, the staff development activities should:

4.2.1 Be based on predetermined needs of service personnel;

4.2.2 Reflect state and local board of education goals and policies;

- 4.2.3 Include activities which provide for individual as well as group needs;
- 4.2.4 Include individual, school-level and county-level learning opportunities; and
- 4.2.5 Include a systematic evaluation process.

5.0 General Implementation Process

- 5.1 The Superintendent or his/her designee shall hold an advisory, nonvoting role on the Service Personnel Staff Development Council.
- 5.2 The Service Personnel Staff Development Council shall have final authority to propose staff development programs for their peers based upon rules established by statute.
- 5.3 The Service Personnel Staff Development Council shall be comprised of two employees from each category of employment: secretarial, custodial, maintenance, transportation, school lunch, and aides.
- 5.4 Nominations of service personnel to serve on the county Service Personnel Staff Development Council may be submitted by the six groups identified in Section 5.3 of this policy to the superintendent, who shall prepare and distribute ballots and tabulate the votes of the county's service personnel voting on the persons nominated.
- 5.5 Election to the Service Personnel Staff Development Council shall be made on a staggered three-year sequence.
- 5.6 The Board may elect to cooperate in the same staff development program with a sister county, any regional education service agency or professional development center.
- 5.7 Any service personnel employee, in concert with his/her immediate supervisor, may develop an individual staff development plan to be used in implementing his/her staff development activities. An employee's performance evaluation must be used in this process. However, the evaluation remains confidential.
- 5.8 The Superintendent or his/her designee shall:
 - 5.8.1 supervise the development of staff development program objectives by the Service Personnel Staff Development Council;
 - 5.8.2 coordinate the implementation of the staff development plan;
 - 5.8.3 disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all service personnel in the county; and
 - 5.8.4 maintain records of enrollment, scheduling, and evaluation of each staff development activity.
- 5.9 The proposed program for staff development shall be approved by the Board prior to implementation.

6.0 Monitoring and Evaluation

6.1 Monitoring of the policy shall be conducted via the accreditation system described in West Virginia Code §18-2E-5.

6.2 Every three years the Service Personnel Staff Development Council shall evaluate the effectiveness of staff development program and activities in meeting the needs of service personnel. For evaluation purposes, a staff development year shall be July 1 through June 30.

7.0 Review Schedule

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

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See Administrative Regulations 4150.AR