

HARDY COUNTY SCHOOLS
SERVICE PERSONNEL
STAFF DEVELOPMENT
HANDBOOK



2016-2017

OPEN LETTER TO ALL SERVICE PERSONNEL

Hardy County Schools Service Personnel Staff Development Council provides educational, job enhancement, and self-improvement programs for all service personnel employees. The Council believes that the guidelines and staff development programs contained within this handbook will be beneficial to all service employees and assist them to obtain their required 18 hours of staff development. It is also the Council's belief that every participant will gain knowledge and skills through these programs that will make he/she a better Hardy County School employee.

If you have questions about any of the programs or guidelines, please contact a member of the council.

Service Personnel Staff Development Council Members

Member (Elected)	Telephone	Category	School
Regena Whetzel, Chair May 2015 September 2016	304-530-3450	Secretarial	MIS
Stephanie Ours, Secretary September 2016	304-530-2348, Ext. 9224	Secretarial	Central Office
Tina Kuykendall, Treasurer May 2008 September 2015	304-530-6356	Cafeteria Manager	MES
Rodney Barr May 2015	304-530-2348	Maintenance	Central Office
Melvin Shook November 2011	304-530-2348 Ext. 9226	Transportation	Central Office
Brenda Smith September 2006	304-530-6034	Cook	MHS
Harry Smith May 2011	304-434-3000	Custodian	MMS
Sara Stewart May 1991 May 2012	304-530-6356	Custodian	MES
Stephanie Vance May 1991 May 2012	304-530-6356	Instructional Aide	MES
Susie Whetzel May 2013	304-530-3450	Instructional Aide	MIS
Board Of Education Liaison	304-530-2348	Non-Voting Member	Central Office

HARDY COUNTY SCHOOLS SERVICE PERSONNEL STAFF DEVELOPMENT GUIDELINES

Staff Development consists of educational training options designed to meet the needs of Hardy County Schools Service Personnel. The training options should consist of sessions developed to enhance job performance and/or present informative trends and techniques that have been established by the Hardy County Schools Staff Development Council.

HOW MANY STAFF DEVELOPMENT HOURS ARE NEEDED?

House Bill 4552 which was enacted by the West Virginia Legislature on March 7, 1992 and became effective July, 1992, mandates regularly employed service personnel to receive staff development during the school year.

The West Virginia Department of Education Policy 5500.02 states:

Section 3.1 - Each county board of education shall schedule annually at least 18 hours of staff development for service personnel. At least 12 of the eighteen (18) hours must be scheduled prior to January 1.

Section 4.1 - All staff designated in 3.1 shall participate in at least eighteen (18) 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 complete policy 5500.02, County Service Personnel Staff Development Councils, is included at the end of this handbook.

The Hardy County Schools Staff Development Council adopted the following for service personnel hired after the start of the new school year (July 1st). Full-time Hardy County Schools Service Personnel employed between July 1 and November 15 of the school year are required to have 18 hours of staff development hours, and half-time employees are required to have 9 hours of staff development hours.

Full-time Hardy County Schools Service Personnel employed after November 15 to the end of the school year are to have 9 staff development hours, and half-time employees are required to have 4 hours of staff development.

ACCEPTABLE STAFF DEVELOPMENT CREDIT

- A. Training that enhances job performance. Staff development hours are generally awarded at one-hour per hour in attendance at a session/class. (See exception for college classes). Hours obtained after the last day of the current school year for students will count toward the next year's hours.

Examples:

1. Site-based staff development sessions: *Policies and Procedures* by Building Principal is a required session.
 2. Training obtained through RESA VIII (length of session, or 6 hours maximum per session); i.e., first aid, CPR, HIV, Safety, WVEIS Computer system.
 3. College classes that pertain to the employee's current work assignment. Twelve (12) hours of staff development credit will be given for a three-hour college class. Prior committee approval is required and verification of completion (grade report) is to be submitted to the committee. There will be no additional compensation for attending evening classes. **If you take a course that is a duplicate of one you have taken within the same school year, staff development credit will not be given.**
 4. A maximum of six-hours staff development credit (per day) will be given for state meetings, conferences, rodeos, etc. relating to job duties.
- B. Seminars/conferences in conjunction with job duties (office personnel, mechanics, maintenance and others as deemed appropriate) may be used for staff development.
- C. Resource Center
- The Board office and Staff Development Council Chairperson have videos and other resources that pertain to different job classifications. A maximum of three hours per year may be obtained by use of these resources. "Verification" form should be completed and signed by service personnel director at the Board Office.
- D. County-wide Professional Service Personnel General Sessions. Sessions scheduled during "Opening Day" by county administrators.

Scheduled sessions for professional employees may also be attended by all aides. There will be no compensation for attending evening sessions.

Employees are encouraged to attend sessions that are not in conflict with another commitment that would necessitate leaving early. This is disruptive to the presenter and other employees in attendance. **If you cannot stay for an entire session, please do not attend. If you leave early, you will not receive staff development credit.**

EXAMPLES OF WHAT STAFF DEVELOPMENT DOES NOT INCLUDE

1. Field Trips
2. Bulletin Boards
3. Any duty that is performed by the employee outside the normal realm of duties.
4. Regular job duties; i.e., regular work day, working on an OSE day, sick days, vacation, etc.
5. Parent-teacher conferences and/or school based student orientation sessions (**classroom aides**).

STEPS TO TAKE WHEN APPLYING FOR STAFF DEVELOPMENT CREDIT

Service personnel who do not attend scheduled sessions are responsible for obtaining alternative training in a timely manner according to the guidelines that follow. The Council is not responsible for continually arranging training for personnel who fail to take advantage of the county schedule. When applying for staff development credit outside those programs approved and announced by the council, please follow the steps as outlined below.

When individuals want to take training that is not being offered by the Staff Development Council, they need to submit a letter to the Executive Committee PRIOR to taking the training. All requests are to be submitted to the Executive Committee by the 1st of each month. The training/classes should relate to your job and the letter should specifically state when, where, what, who and time involved in order for the committee to make a decision regarding approving/denying the request and how many hours of staff development will be granted. The employee will be notified if the training/class has been approved. When a training/class is approved and then completed, the individual is responsible for obtaining proper documentation "Verification" form (grade report for college classes) and submitting the documentation to the council.

TALLYING OF STAFF DEVELOPMENT HOURS

It is the **INDIVIDUAL** employee's responsibility to obtain the 18 hours required and the proper documentation to verify attendance. Examples of documentation are: sign in sheets at meetings, grade reports for college credit, individual plan forms completed.

Hardy County Schools has begun using the following website to announce, register and evaluate service personnel participation in staff development courses:

<http://www.hardycountypd.com/>

Directions for accessing the website are:

1. *Go to the web address above.*
2. *Click on 'Employees'*
3. *Log in using your name (same as it appears on your paycheck, lower case & no spaces) and your 931000 (payroll) --- number*
4. *Your name should appear at the top of the screen*
5. *Under your name you should see the list of classes you have attended.*

To fill out an evaluation:

Go to the bottom of the screen and click on 'class evaluation.' Choose class and complete evaluation (must be completed within 14 days of class)


6. *Log out.*

Service personnel should check the website often to see what staff development is being offered by clicking on Service classes on the home page. The Service Personnel and current year screen will appear. A list of upcoming classes will display along with a notice of how many days are left until the next class. When a class is being offered for your job classification, click on employees (on left of screen) and the log on screen will appear.

You will need to register for the class by clicking on add a class (you can also delete and view classes). If you do not register in advance for the class (or on the day of the class) you will not be able to complete an evaluation. You can view the number of hours you have been credited for by clicking on training status.

Credit for courses completed will be given once the sign in sheets for the class have been given to the site administrator for updating. Allow 30 days after completion of the class for the website to be updated.

Staff development training is scheduled for CE days in the calendar to obtain the required 18 hours.

Date of Board Review: Oct. 3, 2016 Board President: 
Superintendent: 
Dr. Matthew Dotson

{revisions made for 2016-17 school year}