

Summers County Board of Education

Scope: This policy is enacted by the county board to demonstrate the necessity of staff development for service personnel.

Authority: WV School Law 18A-3-9; WV Board of Education Policy 5314.

Adopted: March 11, 1993.

Amended: June 27, 2002; October 17, 2007; August 11, 2010; August 20, 2014.

Reviewed: October 14, 2021.

SERVICE PERSONNEL STAFF DEVELOPMENT COUNCIL

I. Rationale

Subject to statutory provisions (18A-3-9) and West Virginia Board of Education Policy 5314 it is the responsibility of each county board of education to establish a Service Personnel Staff Development Council and to implement a comprehensive system of staff development for service personnel.

II. Purpose

Schools exist to facilitate student learning. An ongoing staff development program for all personnel is essential to enhancing student learning and should be based on staff needs to meet county and state goals.

III. Principals of Operation

- A. The Board of Education shall schedule at least 18 hours of job related training each year. Exceptions for innovative programs may be made by the Superintendent.
- B. Job related training is defined as training that is relevant to an area of assignment, job classification, and job description.
- C. The Service Personnel Staff Development Council shall consist of two employees from each category of employment nominated and elected by each category of service personnel:
 - 1. secretarial
 - 2. custodial
 - 3. transportation
 - 4. school lunch
 - 5. aidesIn addition, the director of transportation and director of maintenance shall serve on the council.
- D. Members of the Staff Development Council shall be elected to staggered 3 year terms with one fourth of the council being elected each year.
- E. The Superintendent of Schools or his designee shall hold an advisory, non-voting position on the

Council. The responsibilities of the Superintendent or his designee shall be:

1. supervise the development of staff development objectives and plan.
2. co-ordinate the implementation of the plan.
3. disseminate information concerning training programs, objectives and other pertinent information.
4. maintain records of enrollment, scheduling, and evaluation of each activity.

F. The Staff Development Program should:

1. be based on predetermined needs of service personnel.
2. reflect state and local boards of education goals and policies.
3. initiate activities which provide for individual as well as group needs.
4. include individual, school level, and county level opportunities.
5. include a systematic evaluation process.

The Staff Development Council shall have final authority to propose staff development programs. The proposed plan shall be approved by the Summers County Board of Education.

In accordance with statute any service personnel in concert with his/her immediate supervisor may develop an individual staff development plan to be used in implementing his/her staff development activities. The employee's performance evaluation must be used in this process. However, the employee's evaluation remains confidential.

IV. Monitoring and Evaluation

- A. Each year the Service Personnel Staff Development Council shall prepare evaluation results of program activities.
- B. Every three years the Council shall evaluate the effectiveness of programs based on evaluation results.

V. Substituting Workshops for Paid Continuing Education Days

Due to the Fair Labor Standards Act service personnel may only make up staff development during their contracted employment term. Because of the new calendar requirements, in which the final staff development day may be taken for an instructional day, personnel will be required to be present on the final staff development day, either in staff development or performing other work. Opportunities will be available for service personnel to receive the final six hours of staff development on ISE days in case the final staff development day will be taken as an instructional day.