

Series 3000 Personnel
Section 3100 General Provisions
Policy 3111 Staff Development Service Personnel

3111.1 General

- 3111.1.1 Scope. -- This legislative rule establishes the General Implementation Process for staff development activities in the fifty-five (55) county school systems. This staff development program provides for job related training for service personnel.
- 3111.1.2 Authority. -- W. Va. Code '18A-3-9.
- 3111.1.3 Filing Date. -- August 27, 1992.
- 3111.1.4 Effective Date. -- September 26, 1992.

3111.2 Purpose.

- 3111.2.1 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.

3111.3 County Responsibility.

- 3111.3.1 Each county board of education shall schedule annually at least eighteen (18) hours of staff development for service personnel. At least twelve (12) of the eighteen (18) hours must be scheduled prior to January 1. Exceptions to the schedule may be granted by the county superintendent for innovative programs. Full time (18 hours of CE) and half time (9 hours of CE) hourly employee's continuing education hours will be prorated the first year in accordance with their employment starting date.
- 3111.3.2 County boards of education shall establish a Service Personnel Staff Development Council and shall implement a comprehensive system of staff development. Trade Schools, Vocational Schools and College credit hours will be accepted as continuing education hours if obtained with-in the employee's employment contract period. All appropriate transcripts and certificates are to be submitted with the Service Personnel's Staff Development Proposal Form. Video instructional materials may be used in sickness or emergency situations, with a doctor's excuse, not to total more than 6 hours. The Doctor's excuse is to be submitted with the Service Personnel's Staff Development Proposal Form.

Dancing, Aerobics, Exercise Classes, Running, Walking, Basket Weaving, Parent Teacher Conferences, School Carnivals, etc., and other activities not directly related to service personnel categories of employment will not be considered by the staff development council as continuing education.

3111.3.3 The county board of education shall make available an amount equal to one tenth of one percent of the amount provided in accordance with W. Va. Code '18-9a-5 and credit such funds to an account to be used by the Council to fulfill its objectives. The county board of education will have final approval for all disbursements and may consider other funding sources. Funds will be divided as equally as possible between the different categories of employment. Two or more categories may join their allotment of funds together to fund a continuing education proposal. This will be determined by the members of the council representing those employment categories wanting to merge their funds, with the consent of a majority (yes) vote of the council. Unspent funds by an employment category will not be carried over to the following school year for any classification, but the total amount of any left over funds will carry over in the Service Personnel Staff Development Councils account from school year to school year to be used by the service personnel council, at their discretion, for continuing education objectives.

3111.4 Principles of Operation.

County boards of education shall incorporate the following components and governing principles of operation in their county service personnel staff development policy.

3111.4.1 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; (2) their job classification and job description; and (3) employment contract.

3111.4.2 The Staff Development Program. -- To promote personal growth and lifelong learning for service personnel, the staff development activities should:

3111.4.2.1 Be based on predetermined needs of service personnel;

3111.4.2.2 Reflect state and local board of education goals and policies;

3111.4.2.3 Include activities which provide for individual as well as group needs;

3111.4.2.4 Include individual, school-level and county-level learning opportunities;

3111.4.2.5 Include a systematic evaluation process.

3111.5 General Implementation Process.

- 3111.5.1 The county superintendent or his/her designee shall hold an advisory, nonvoting role on the Service Personnel Staff Development Council.
- 3111.5.2 The Service Personnel Staff Development Council shall have final authority to propose staff development programs for their peers based upon rules established by statute.
- 3111.5.3 The Service Personnel Staff Development Council shall be comprised of two (2) employees from each category of employment: secretarial, custodial, maintenance, transportation, cooks, and aides.
- 3111.5.4 Nominations of service personnel to serve on the county Service Personnel Staff Development Council may be submitted by the six (6) 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.
- 3111.5.5 Election to the Service Personnel Staff Development Council shall be made on a staggered three-year sequence.
- 3111.5.6 Two (2) or more counties may elect to cooperate in the same staff development program.
- 3111.5.7 Any regional education service agency or professional development center, at the direction of its Board of Directors, shall cooperate with the Service Personnel Staff Development Council of each local education agency within its service region in providing staff development.
- 3111.5.8 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 employee's evaluation remains confidential.
- 3111.5.9 The county superintendent or his/her designee shall:
 - 3111.5.9.1 Supervise the development of staff development program objectives by the Service Personnel Staff Development Council;
 - 3111.5.9.2 Coordinate the implementation of the staff development plan;
 - 3111.5.9.3 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

- 3111.5.9.4 Maintain records of enrollment, scheduling, and evaluation of each staff development activity.
- 3111.5.10 The proposed program for staff development shall be approved by the county board of education prior to implementation.
- 3111.5.11 Support the continuation of the existing by-laws approved by the county board of education on April 21, 1992 for the Service Personnel Staff Development Council.

3111.6 Monitoring and Evaluation.

- 3111.6.1 Monitoring of the policy shall be conducted via the accreditation system described in W. Va. Code '18-2E-5.
- 3111.6.2 Every three (3) years the Service Personnel Staff Development Council shall evaluate the effectiveness of the 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.

3111.7 Penalties

- 3111.7.1 In conjunction with any other penalties imposed by the Superintendent of the Harrison County Board of Education:
 - 3111.7.1.1 1st occurrence, a warning letter placed in the individual's personnel file, to be removed after the first year if no continuous infraction of this policy is noted.
 - 3111.7.1.2 2nd occurrence, A plan of improvement from their immediate supervisor. One day work suspension from board of education without pay.
 - 3111.7.1.3 3rd occurrence, A plan of improvement from the Administrative Assistant of Service Personnel. Two days work suspension from board of education without pay.
 - 3111.7.1.4 4th occurrence, dismissal, at the superintendent's recommendation to the board of education.

NOTE: Items 2 through 4 of the above penalties pertain to a continuous yearly violation of this policy.

State Board Policy 5500 – 126-149-4-4.2. All professional staff shall participate in eighteen clock hours of job related staff development each year. Twelve of the eighteen clock hours shall be directly relevant to: 1) educational priorities for West Virginia to include, but not limited to implementation of regulations, trends, and issues at the local, regional, state, national, and international levels (ie. Multicultural education, new instructional materials education, and AIDS; education) 2) the areas of study in which they are currently teaching; 3) the teaching strategies appropriate to those areas of study; 4) classroom management skills; 5) techniques appropriate for learners with various exceptionalities and learning styles; 6) alignment of instructional goals and objectives with effective strategies, methods and/or techniques, or 7) student and program evaluation methods and instruments (Policy 2510).

Approved Harrison County Board of Education

Effective Date: July 21, 2009

Revised: July 20, 2010