

## **TYLER COUNTY POLICY: GBF**

### **STAFF DEVELOPMENT: PROFESSIONAL AND SERVICE PERSONNEL**

#### **PROFESSIONAL**

##### **PURPOSE:**

The Tyler County Board of Education believes that developing human resources in the school system underlies the entire focus on high student achievement. Long-term, ongoing professional development is essential to enhancing student learning. Thus, the Board is committed to providing educators and support staff with continuous, meaningful learning opportunities that will enhance their professional growth.

West Virginia Code requires that three days (18 hours) be designated for continuing education. Twelve (12) of the eighteen (18) hours must be scheduled prior to January 1. 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:

- educational priorities of West Virginia to include but not limited to implementation of regulations, trends, and issues at the local, regional, state, and national levels;
- the areas of study in which they are currently teaching;
- the teaching strategies appropriate to those areas of study;
- classroom management skills;
- techniques appropriate for learners with various exceptionalities and learning styles;
- alignment of instructional goals and objectives with effective strategies, methods and/or techniques or;
- student and program evaluation methods and instruments.

##### **GENERAL IMPLEMENTATION PROCESS:**

The professional staff development council shall consist of between nine and fifteen members. The council shall be comprised of proportional representation from each of the four (4) school levels. Teachers' are nominated to serve on the county professional staff development council by the school faculty senate. Elections are held and the winners serve on the council for a three year term. Elections will be held on a staggered three-year sequence each spring.

The county superintendent or his/her designee shall hold an advisory, nonvoting role on the council and shall: provide input in design of the staff development council's program, coordinate implementation of the program; distribute information concerning program objectives, location and time, prerequisites, and other information about staff development offerings to all professional personnel with the county; maintain records of enrollment, scheduling, and evaluation of activities.

The council shall standardize the amount of staff development credit granted for staff development for individual schools and persons with the county as well as have final authority to propose staff development programs for their peers. Professional personnel or schools may develop individual staff development plans for approval by the council, which shall meet at least quarterly each year.

**MONITORING:**

Monitoring of the policy 5500-County Professional Staff Development Council shall be conducted via the accreditation system described in W.Va. Code 18-2E-5.

**SERVICE PERSONNEL****PURPOSE:**

The Tyler County Board of Education believes that ongoing staff development for its Service Personnel is essential to enhancing the workings and services of Tyler County Schools. Therefore, the Tyler County Service Personnel Staff Development Council was formed. This policy follows WV Code §18A-3-9 and WVDE Policy 5500.02.

**RESPONSIBILITIES:**

- a. Tyler County School Board of Education will schedule annually at least eighteen (18) hours for staff development of 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.
- b. The Board of Education has established a Service Personnel Staff Development Council and shall implement a comprehensive system of staff development.
- c. The Board of Education shall make available an amount equal to that provided in accordance with §18-9A-5, WV Code. Such funds will be reserved in an account to be used by the Council to fulfill its objectives. The Board of Education shall have final approval for all disbursements and may consider other funding sources. These funds are to be used for group training, for example, all classifications or the entire maintenance section, and not for funding a single individual.
- d. Principals and supervisors must release their personnel to attend staff development training; however, he/she is not required to grant a release to attend any staff development beyond the eighteen (18) hour requirement.

**STAFF DEVELOPMENT COUNCIL:****ORGANIZATION**

- a. The Tyler County Service Personnel Staff Development Council will be comprised of two personnel from each of the six categories defined in §18A-1- 1(e): Secretarial; Custodial; Maintenance; Transportation; School Lunch; and Aides.
- b. The Council members are elected for three-year staggered terms by countywide ballot of all regular service employees in each of the above categories. Employees must vote within their classification, i.e., Custodian votes for Custodian Rep, Secretary votes for Secretary Rep.
- c. The other eleven council members shall elect a chairperson
- d. The Superintendent or his designee will participate in an advisory, non-voting role on the council.
- e. The Council will meet as required, but at least quarterly, throughout the year to assure those eighteen hours of service staff development are properly planned and executed.

**STAFF DEVELOPMENT TRAINING**

- a. Staff Development training for the next year will be developed each spring after the county school calendar is approved and distributed.

- b. The Staff Development Program is designed to promote personal growth and lifelong learning for service personnel. The staff development activities should include the following:
  - Be based on predetermined needs of service personnel;
  - Reflect state and local Board of Education goals and policies;
  - Include activities that provide for individual as well as group needs;
  - Include individual, school-level, and county-level learning opportunities;
  - Include a systematic evaluation process.

### **EMPLOYEE STAFF DEVELOPMENT REQUIREMENTS:**

Every full-time Tyler County School service employee is required by WVDE Policy 5500.02 and WV State Code to attend eighteen (18) hours of staff development each school year. Half-time employees are required to complete nine (9) hours of staff development during the school year. Employees who are hired after the start of the second semester will be required to complete the number of hours that would be offered after hire and until the end of the school year.

### **MONITORING AND EVALUATION:**

Every three 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.

### **CONSEQUENCES OF NOT MEETING THE EIGHTEEN-HOUR REQUIREMENT:**

- a. It shall be the individual's responsibility to seek training for any missed staff development. The Staff Development Council must, however, approve any individualized staff development training prior to it being conducted.
- b. The missed staff development training will be noted on the employee's performance evaluation and a Plan of Improvement will be initiated.
- c. Withholding of pay equivalent to the amount of unearned staff development hours may occur based upon the affected employees daily pay rate.

### **REFERENCE:**

School Laws of West Virginia 18A-3-8, 18A-3-9; 18-5-15a; 18-5-15c; 18-5-15d  
State Board policy 5500 and 5500.02  
WV School Transportation Regulations: 4336

**DATE:** 9/5/17, 6/1/10, 4/22/09, 9/17/07, 5/9/96