

Service Personnel Staff Development Schedule
2014-2015 Fayette County Board of Education

The documents that follow are the 2014-2015 staff development schedules for each segment of our service personnel. We had some growing pains, but the new on line staff development system “Safe Schools” served us well. Once again all of our professional and service staff will be able to access this training thanks to a collaborative effort between the Professional and Service Staff Development Councils. The course listing is attached. Information will be provided to all employees to begin the process of accessing this system again effective July 1, 2014. Employees can complete all of their on line hours over the summer if they wish. Here are some key items to help Principals and Directors communicate the requirements of next years’ Service Personnel Staff Development Plan.

1. Each category of employee has a schedule with date, location, topic, hours, presenter, and starting time on it. **Make sure each employee gets their respective schedule before they leave for the summer.** We will also post these on the county website.
2. Policy C-3 states, “2.1. All service personnel shall participate in at least 18 clock hours of job-related staff development each year. As defined in WVBE Policy 5500.02, job related means those programs available to all service personnel that are relevant to (1) their areas of assignment and (2) their job classification and job.” Unless extraordinary events dictate otherwise all staff is expected to attend their scheduled sessions.
3. Information has been provided on how to access the on-line training portion of the plan. Some topics will be assigned to staff based on their classification and job. Some optional topics may be selected by staff members from the course menu as an elective course at the discretion of the staff member.
4. **Staff that successfully completes seven hours of training on their own time by December 22** will be allowed to stay at home that day. For central office staff the day off is December 24. All employees that have not completed the seven hours of training by December 22 will be required to report to the central office on December 22 at 8:00 a.m. in order to complete their required online courses.
5. With the approval of their principal, service personnel may submit an individual training plan to get hours in lieu of or beyond the assigned hours. The directions for this process are on the attached form.
6. Hard copies of the sign-in form and evaluation forms for face to face trainings should be turned in to the Service Personnel Staff Development Council upon completion of the training. Those forms are attached.
7. Each employee needs to maintain their own individual record of their staff development hours. That form is attached. This way they cannot be victimized by any clerical errors. Principals are responsible to ensure that all employees obtain their 18 hours of training.
8. If circumstances prevent an employee from obtaining 18 hours of staff development as scheduled, they are permitted to obtain enough elective credit with Safe Schools to provide the required 18 hours.
9. Employees from one classification may train with another classification if the training pertains to their job duties and there is space available. For example, anyone may train with the aides for CPR and First Aid. Bus Drivers may want to train with the aides for CPI. Anyone may attend the EXCEL class with the Secretaries.