

Service Personnel Staff Development Schedule
2015-2016 Fayette County Board of Education

The documents that follow are the 2015-2016 staff development schedules for each classification of service personnel. Once again all of our professional and service staff will be able to access the SafeSchools 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, 2015. 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 year's 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 all employees receive 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 members are 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 job classification and responsibilities. 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. **All employees are required to successfully complete seven hours of training on their own time by December 23, 2015.**
5. With principal approval, service personnel may submit an individual training plan to complete 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. All employees need to maintain their own individual record of their staff development hours. That form is attached. This way they will not be subject to 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, the employee is permitted to obtain enough elective credit with SafeSchools to obtain 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.
10. **All employees, both professional and service are to complete the FERPA course on SafeSchools before August 13, 2015.**