

Marshall County School Service Personnel Staff Development Handbook



**Marshall County Schools
214 Middle Grave Creek
Moundsville, WV 26041
304/843-4400**

2017-2018 School Year

MARSHALL COUNTY SCHOOLS SERVICE PERSONNEL STAFF DEVELOPMENT GUIDELINES

Staff development consists of educational training options designed to meet the needs of Marshall County Schools Service Personnel. The training options should consist of sessions developed to enhance job performance and/or present information trends and techniques that have been established by the Marshall County Schools Staff Development Council.

HOW MANY STAFF DEVELOPMENT HOURS ARE NEEDED?

House Bill 4552 which was enacted by the West Virginia Legislature on March 7, 1992, and became effective July, 1992, mandates regularly employed service personnel to receive staff development during the school year.

The West Virginia Department of Education Policy 5500.2 requires service personnel to obtain **eighteen (18) hours** of staff development each school year.

Twelve hours are required prior to January 1.

Employees who are absent on one of the three (3) scheduled CE days must immediately notify their school principal and complete a Return to Work form.

Half-day employees will need to complete nine (9) hours of staff development.

Employees who are hired after the first week of the school year will be required to obtain six (6) hours of staff development for that year.

Employees who are hired after the start of the second semester will not be required to have staff development hours for that school year.

An employee's immediate supervisor is not obligated to release any service employee who has reached the maximum hours of staff development credit required.

Employees are encouraged to attend sessions that are not in conflict with another commitment that would necessitate leaving early. This is disruptive to the presenter and other employees in attendance. If you leave a session early, you will only get credit for the time attended.

The Service Personnel Staff Development Council must have (2) employees per classification on the committee.

PROCEDURES

County employees are required by law to attend eighteen hours of scheduled staff development activities.

If an employee chooses to take a sick day, unspecified day or vacation day on a scheduled day of staff development then the employee must use the RESA 6 call off system to report their absence and give the reason for their absence for that day.

The Marshall County Service Personnel Staff Development Council proposal is: An employee missing a day of staff development will have the following options:

1. Participate in an individual staff development session approved by the county service personnel staff development council.
2. Participate in county sponsored staff development activities. The county will sponsor at least two three (3) hour staff development sessions for "make up" on non-instructional time during the second semester of the academic year.

"Make-up" activities must be completed and be approved prior to the last day of the academic year.

Make up activity credit will be as follows:

- a. One full day of staff development activity on Non-instructional time will warrant six (6) staff development hours.
- b. One-half day will warrant three (3) staff development hours.
- c. Any continuous training activity such as computer classes, technology training, etc., will warrant three (3) hours staff development credit.

ACCEPTABLE STAFF DEVELOPMENT PROGRAMS

Acceptable staff development programs includes training that enhances job performance.

If you take a course that is a duplicate of one you have taken within the same school year, staff development credit will not be given.

Examples:

1. Training obtained through RESA VI (length of session or 6 hours maximum per sessions).
2. Adult evening classes or Adult and Community Education that pertain to the employee' s current work assignment, six (6) hours of staff development credit will be given **providing that verification of course completion is received by the staff development council** . There will be no additional compensation for attending evening classes.
3. Seminars in conjunction with job duties (office personnel, mechanics, maintenance and others as deemed appropriate).
4. County-wide Professional Service Personnel General Sessions.
5. Scheduled sessions for professional employees may also be attended by all **aides**.

There will be no compensation for attending evening sessions.

EXAMPLES OF WHAT STAFF DEVELOPMENT DOES NOT INCLUDE

1. Field trips
2. Bulletin Boards
3. Any duties that are performed by the employee outside the normal realm of duties.
4. Regular job duties; i.e., regular work day, working on an OSE day, sick days, vacation, etc.
5. Parent-teacher conferences and/or school based student orientation sessions **(classroom aides)**.
6. Writing IEP's for special education students, etc.
7. Taking work home with you.
8. Marshall County Fair
9. Back-to-School Fair

PERSONALIZED PLANS - STEPS TO TAKE WHEN APPLYING FOR STAFF DEVELOPMENT CREDIT

When applying for staff development credit outside those programs approved and announced by the council, please use the following steps as outlined below:

Complete the Marshall County Staff Development application form for program approval and submit it to the council for approval prior to the session.

1. The plan must be submitted to the Chairperson of the Marshall County Schools Service Personnel Staff Development Council for approval at the next meeting.
2. Submit any brochures or flyers explaining the program/conference with the application form.
3. The employee will be notified by the council as to whether or not the plan has been approved.

MARSHALL COUNTY SCHOOLS

STAFF DEVELOPMENT SIGN-IN SHEET

TITLE OF SESSION: _____

DATE: _____ TIME: _____ HOURS OF CREDIT: _____

LOCATION: _____

PERSON IN CHARGE: _____

ROSTER OF ATTENDANCE

NAME (PLEASE PRINT) SCHOOL

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

**MARSHALL COUNTY STAFF DEVELOPMENT
APPLICATION FORM FOR PROGRAM APPROVAL**

This application must be submitted to the Staff Development Coordinator for approval by the staff development Council **prior** to the scheduled program.

The following guidelines will determine the approval an application for credit:

1. The program or activity must address an object included in the county Staff Development Guidelines.
2. The program or activity **must** be job-related.

Briefly describe the program by answering completely each question below:

1. Name of Applicant(s): _____
2. Present Position: _____
3. Title of Program: _____
4. Date (please enter MM/DD/YYYY): _____
5. Location: _____
6. Time: _____
7. Presenter: _____
8. Target Group: _____
9. Staff Development Objective Being Addressed: _____

To be returned with all information pertaining to the class completed and signed by instructor.

Building Principal (Supervisor) _____ Approved _____ Denied

MARSHALL COUNTY SCHOOLS
2017-2018
SERVICE PERSONAL STAFF DEVELOPMENT COUNCIL

Dr. Crook – Supervisor
jcrook@k12.wv.us

Ginger DeWitt – Chairperson
vmde Witt@k12.wv.us

Tom Gilbert – Board Representative
no1gilbey@comcast.net

Aides:

Ginger Dewitt – John Marshall (Chairperson)	3 Year Term
Jodi Hall – John Marshall	3 Year Term

Cooks:

Sandy Kotson – John Marshall	3 Year Term
Julia Clayton – Central	3 Year Term

Bus Operator/Mechanics:

Vicki Williams – Bus Garage	3 Year Term
Bill Williams – Bus Garage	3 Year Term

Secretaries:

Susan Edgel – Hilltop	1 Year Term
Jaime Cain – County Office	3 Year Term

Custodian/Maintenance:

Dylan Mercer – Maintenance	3 Year Term
Julie Anderson – John Marshall	2 Year Term
Melinda Woods – Central	3 Year Term