

PERSONNEL

SUBJECT: Classified Employees In-Service and Organization Leave

Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, retrain to meet changing conditions in the County Office of Education, and/or enhance personal growth.

The County Superintendent of Schools or designee shall develop a program of ongoing staff development which may include, but not be limited to, activities related to:

1. General workplace skills and/or skills and knowledge specific to the duties of each classified position

(cf. 1340 - Access to County Board of Education and County Superintendent of Schools' Records)

(cf. 3542 - School Bus Drivers)

(cf. 4200 - Classified Personnel)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5148 - Child Care and Development)

(cf. 6300 - Preschool/Early Childhood Education)

2. The role of classified staff in achieving County Office of Education goals and promoting student achievement

(cf. 0000 – Concepts and Roles)

3. The use of technologies to improve job performance

4. Effective communication and interaction with other staff, students, parents/guardians, and community members

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

5. Topics related to student health, safety, and welfare

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5149 - At-Risk Students)

6. Topics related to employee health, safety, and security

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 4157/4257/4357 - Employee Safety)
(cf. 4158/4258/4358 - Employee Security)

7. For classroom instructional aides, staff development activities may also include academic content of the core curriculum; teaching strategies; classroom management; or other training designed to improve student performance, conflict resolution, and intolerance and hatred prevention

(cf. 4131 - Staff Development)

The County Superintendent or designee shall involve classified staff, site and County Office of Education administrators, and others, as appropriate, in the development of the County Office of Education's staff development program. He/she shall ensure that the County Office of Education's staff development program is aligned with County Office of Education goals, school improvement objectives, and school plans.

(cf. 0000 – Concepts and Roles)
(cf. 0420 - School Plans/Site Councils)
(cf. 0520 - Intervention for Underperforming Schools)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)

The County Office of Education's staff evaluation process may be used to recommend additional staff development for individual employees.

(cf. 4215 - Evaluation/Supervision)

The County Office of Education may budget for actual and reasonable expenses incurred by classified staff who participate in staff development activities.

The County Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and the County Office of Education and shall regularly report the effectiveness of the staff development program.

Legal Reference:
EDUCATION CODE
41530-41532 Professional Development Block Grant

44032 Travel expense payment
44390-44393 California School Paraprofessional Teacher Training Program
45380-45387 Retraining and study leave (classified)
56240-56245 Staff development; service to persons with disabilities
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS
44579-44579.6 Instructional Time and Staff Development Reform Program
GOVERNMENT CODE
3543.2 Scope of representation of employee organization
PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS
United Faculty of Contra Costa Community College District v. Contra Costa Community
College District, (1990) PERB Order No. 804, 14 PERC P21, 085

Management Resources:

WEB SITES

California Association of School Business Officials: <http://www.casbo.org>

California School Employees Association: <http://www.csea.com>