

GOALS & OBJECTIVES FOR SCHOOL SERVICE PERSONNEL

STAFF DEVELOPMENT

1. All new school service personnel will receive new employee orientation upon enrollment.
2. Cooks will have training opportunities provided throughout the year that will enhance safety, nutrition, and food preparation needs.
3. Staff will be offered training in CPR, Safety Care (crisis prevention/intervention), AED (automated external defibrillator), first aid, and universal precautions in the prevention, transmission, spread and treatment of blood borne diseases, crisis response planning, and training on specific health issues such as diabetes and seizures as needed.
4. Custodians and maintenance staff will receive training on the implementation of fire safety, sanitation, specific workplace safety, asbestos awareness, health issues, and other topics as deemed necessary.
5. Staff will receive training on new and revised policies and procedures including safe schools, sexual harassment, discrimination, county safety, team building, and employee relations as needed.
6. Secretarial staff will have opportunities to develop new computer skills for better office productivity. Training will be offered in WVEIS WOW/ Office 365 and other appropriate software.
7. Staff will have opportunities to attend sessions on behavior management strategies for dealing with difficult co-workers, students, and parents (including management of students on buses).
8. All school bus operators will participate in required training and testing to improve driving skills and bus maintenance. Sessions will be provided regarding speed limits, student expulsion/suspensions regulations, and regulations dealing with passengers other than students.
9. Training will be available for all staff relating to stress management, health and wellness promotion.
10. Training for aides will be presented regarding different techniques including transportation of exceptional students in Section I of the WV School Bus Operator Instruction Program and improving student reading/study/critical thinking and interpretative skills across the curriculum.
11. Vehicle safety training will be provided to any employee who operates a Hampshire County vehicle as a normal part of their job duties.
12. Individualized training can be developed in cooperation with the immediate supervisor and completed by the end of each school year. These individual training plans must be in writing with approval and

verification of completion of training signed by the immediate supervisor and the Coordinator of Service Personnel Staff Development. Service personnel who are members of the school crisis team or local school improvement council may count the hours attended.

13. Staff may receive credit hours for attending county service personnel meeting if training/educational speaker is involved per approval by county director.

14. Any service employees that complete a three hour college credit course will receive twelve CEU hours for the first course. A certificate or report card must be submitted to the Coordinator of Service Personnel Staff Development to verify credit hours taken.