



Oxnard Union High School District

**SECTION 4000
PERSONNEL**

**BOARD POLICY
BP 4231**

STAFF DEVELOPMENT

The Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

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

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics: (Education Code 45391)

1. Student learning and achievement
 - a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students.
 - b. Alignment of curriculum and instructional materials with Common Core State Standards.
 - c. The management and use of state and local student data to improve student learning.
 - d. Best practices in appropriate interventions and assistance to at-risk students.
2. Student and campus safety.
3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance.
4. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students of various racial and ethnic groups, students with disabilities, English language learners, economically disadvantaged students, foster youth, gifted and talented students, and at-risk students.
5. School facility maintenance and operations, including new research and best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites.
6. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates.
7. School transportation and bus safety.
8. Parent involvement, including ways to increase parent involvement at school sites.
9. Food service, including food preparation to provide nutritional meals, food safety, and food management.
10. Health, counseling, and nursing services.

11. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites.

For classroom instructional aides, or other classified staff involved in direct instruction of students, 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 relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

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

Legal Reference:

EDUCATION CODE

44277	Professional growth programs for individual teachers
44032	Travel expense payment
45380-45387	Retraining and study leave (classified employees)
45390-45392	Professional development for classified school employees
52060-52077	Local control and accountability plan
56240-56245	Staff development; service to persons with disabilities

GOVERNMENT CODE

3543.2	Scope of representation of employee organization
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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>

Adopted: 04/09/14; Revised: 10/28/20