



PERSONNEL – CLASSIFIED EMPLOYEES

BOARD POLICY – STAFF DEVELOPMENT

BP 4231

The County Board of Education and the County Superintendent of Schools recognize 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 SBCEO, and/or enhance personal growth.

The County Superintendent of Schools or designee shall involve classified staff, site and SBCEO administrators, and others, as appropriate, in the development of the SBCEO's staff development program. The Superintendent or designee shall ensure that the SBCEO's staff development program is aligned with SBCEO goals, school improvement objectives, the local control and accountability plan, and other SBCEO 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. School facility maintenance and operations, including 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
5. Special education, including best practices to meet the needs of special education students and to comply with any new state and federal mandates
6. School transportation and bus safety

7. Parent involvement, including ways to increase parent involvement at school sites
8. Food service, including food preparation to provide nutritional meals, food safety, and food management
9. Health, counseling, and nursing services
10. 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 SBCEO’s staff evaluation process may be used to recommend additional individualized staff development for individual employees.

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

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Management Resources

Public Employment Relations Board
Decision

Website
Website

Description

United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Order No. 804, 14 PERC P21, 085

[California School Employees Association](#)
[California Association of School Business Officials](#)

State

Ed. Code 44032
Ed. Code 44277
Ed. Code 45380-45387
Ed. Code 45390-45392
Ed. Code 52060-52077
Ed. Code 56240-56245
Gov. Code 3543.2

Description

Travel expense payment
Professional growth programs for individual teachers
Retraining and study leave (classified employees)
Professional development for classified school employees
Local control and accountability plan
Staff development; service to persons with disabilities
Scope of representation

ADOPTED BY COUNTY BOARD: September 1, 2022
REVISED: