

# SUPPORT STAFF DEVELOPMENT COUNCIL

## HANDBOOK

### **Forward**

Everyone who works in the Citrus County School District has an important part to play in creating an environment that ensures student safety and success. The District is committed to the growth and development of all support staff and offers a range of staff training and development programs to assist employees in learning new job skills, improving work performance, and supporting student achievement. The Support Staff Development Council (SSDC) was created in 1989 to address the professional development needs of support personnel throughout the District. The Council consists of a representative from each school site and from several District departments.

This handbook gives an overview of the Support Staff Development Council (SSDC) and provides general information about staff development in the Citrus County School System. It also provides information about the tracking of professional development credits and the District's incentive pay system.

### **Vision and Mission of the Support Staff Development Council**

The Vision for the future of Citrus County Support Staff is to achieve total participation and commitment to enhance student learning by improving professional performance.

The mission of the Support Staff Development Council is to enhance support staff services for the Citrus County School District by providing a voice and creating opportunities for professional growth.

### **Goals of the Support Staff Development Council**

- Goal 1**            The SSDC will improve communication and build the professional image of the support staff.
- Goal 2**            The SSDC will promote professional growth and commitment of the council members.
- Goal 3**            The SSDC will promote positive student learning through the delivery of education programs for all support staff.
- Goal 4**            The SSDC will promote administrative awareness and support for the SSDC.

## **Master Inservice Plan**

The Citrus County Master Inservice Plan is a state-approved plan for staff development. It serves as an umbrella for four programs designed to improve administrator, teacher, and support staff skills, which in turn improves student performance. The four programs are:

Human Resources Management and Development (HRMD) Program  
(for current and aspiring administrators)

Teacher Induction Program (TIP)  
(for beginning teachers or teachers who are new to the county)

Teacher Education Council (TEC)  
(for instructional staff)

Support Staff Development Council (SSDC)  
(for support staff)

\*A copy of the Master Inservice Plan is housed on the District Internet and Intranet websites.

### ***Master Inservice Plan Components***

The Citrus County Master Inservice Plan consists of components that are approved inservice activities. Components may be developed and added by following certain guidelines. The Master Inservice Plan must be reviewed to determine if an appropriate component already exists. If not, it must then be developed according to state guidelines. After development, it requires approval by the Teacher Education Council or Support Staff Development Council. It is then presented to the Citrus County School Board for final approval.

Once approved, the component is numbered and becomes a part of the Master Inservice Plan. Based on the Master Inservice Plan, inservice points may, in some instances, be counted toward support staff salary increases.

### **Inservice Credits**

Inservice credits document the number of hours of staff development training an employee receives. One inservice credit is awarded for every hour of training. When support employees participate in an inservice activity, it should either be to improve current job skills, increase knowledge, or enhance overall skills needed for future positions in the school system.

Inservice credits are awarded only during the current fiscal year (July 1 to June 30) in order to meet Florida Department of Education reporting requirements. They must be earned outside of the workday in order to receive credit for level changes and compensation on the chart on page 5.

Inservice credits are awarded for participating in an activity for the first time only. In most circumstances, credit for attending the same inservice more than once will not be given. It is important to know that a Master Inservice Plan component number may be used more than once even though the specific activity is different. The specific activity, not the component number, determines whether credits may be awarded using the "first time only" guideline.

All employees who are at various step levels will maintain their current pay for inservice credits previously earned.

### ***Approval of Inservice Credits***

Employees' administrator/designee must give approval to participate in staff development activities if inservice credits are to be awarded. Prior approval must be obtained if inservice credits are to be awarded for college courses, vocational courses, individualized modules for learning, or off-site training. Please check with your SSDC representative if you have a question about prior approval.

### ***Documenting Inservice Hours***

Inservice credits are recorded either on the Electronic Registrar Online (ERO) system, an inservice sign-in sheet provided at the training, or through completion of required staff development forms.

### ***Compensation for Inservice Credits***

Credits must be earned outside of the employee's workday and must not be compensated by the district in order to be counted as credits earned on the inservice points chart for salary increases.

## **Types of Training**

For support staff, inservice credits are awarded for the following training:

- Workshops, seminars, conferences, and conventions
- Individualized modules for learning
- Completing pre-approved college/vocational courses
- Conducting a workshop, seminar or training session
- Participating in online professional development
- Participating in professional learning communities

### ***Workshops, seminars, conferences, and conventions***

Inservice credits are awarded for attending workshops, conferences, conventions, and seminars that are tied to the Master Inservice Plan. The appropriate forms to apply for inservice credit may be found online at <http://district/Forms.htm> or obtained from your SSDC representative.

### ***Individualized modules for learning***

Educational materials are available for checkout from the Technology Resource Center (TRC) for independent study. The appropriate form to apply for inservice credit may be found online at <http://district/Forms.htm> or obtained from your SSDC representative.

### ***Completing pre-approved college/vocational courses***

Inservice credits can be earned by completing college or vocational courses from approved institutions of higher education. Prior approval of the site administrator must be obtained before attending any courses. Generally, these courses should relate to the current job assignment. One semester hour equals 20 inservice credits.

Because each Master Inservice Plan component is limited to 60 credit hours, no more than 60 credit hours can be awarded for an individual college/vocational course.

Following course completion, a copy of the grade card, a copy of the transcript, or a certificate of completion must be attached to the appropriate form and submitted to the Professional Development office. The appropriate form to apply for inservice credit may be found online at <http://district/Forms.htm> or obtained from your SSDC representative.

### ***Conducting a workshop, seminar or training session***

Inservice credits are awarded to employees for preparing and conducting workshops, seminars, or training sessions that are part of the Master Inservice Plan. Inservice credits can also be awarded for preparation time or time used to conduct follow-up activities directly related to the inservice. For example, a trainer may want to observe a support staff member implementing a newly learned skill. The maximum amount of preparation time allowed for the trainer is one hour for every two hours of inservice activity. The appropriate forms to apply for inservice credit may be found online at <http://district/Forms.htm> or obtained from your SSDC representative.

### ***Participating in online professional development***

Inservice credits may be awarded for participation in online professional development. Prior approval of the site administrator must be obtained in order to receive credit for participation. Generally, online modules or courses should relate to the current job assignment. One hour of participation equals one inservice credit. Because each Master Inservice Plan component is limited to 60 credit hours, no more than 60 credit hours can be awarded for an individual online module or course. The appropriate forms to apply for inservice credit may be found online at <http://district/Forms.htm> or obtained from your SSDC representative.

### ***Participating in professional learning communities***

Professional learning communities or professional study groups are frequently used as a delivery model for school-based professional development. In many instances, support staff members are invited to participate in the groups. With approval from the site administrator, inservice credit may be awarded for joining and participating in the groups.

## **Paid Inservice Activities**

Sometimes participants are paid to attend inservice activities. The decision to pay participants is made prior to the inservice, and is subject to the approval of the administrator/designee or the inservice sponsor. These points will not be counted toward compensation on the pay chart for salary increases.

## **Salary Increases**

The Citrus County School System offers salary increases for all support staff who participate in approved inservice activities. The cost center administrator/designee, the Director of Professional Development, and the Director of Human Resources must approve these increases. Credits must be earned outside of the employee's workday, and the employee must not be compensated by the District if the credits are to be applied to the chart below.

All secretaries, aides, clerical, finance, and food service personnel were eligible to be included in the incentive pay program as of July 1, 1973. All other support positions, except occupational therapists, physical therapists, or therapy assistants were eligible to be included in the program as of July 1, 1990.

Support staff salary increases for participating in inservice activities are related to the number of approved credits a person earns.

<b>Number of Credits</b>	<b>Level of Base Salary Increase</b>
60	\$250
120	\$250
180	\$250
240	\$250

### ***Salary Increases for Full-Time and Part-Time Positions***

For a person in a permanent full-time or permanent part-time support or professional-technical position, the level salary increase applies to that position. As of July 1, 1996 a person in permanent part-time positions that combined do not exceed 40 hours per week will have the level salary increase applied to the position pertaining to the inservice activity.

### ***Changing Positions***

Individuals changing support positions within the school system will keep the inservice supplement that they presently receive. In the new position they are only eligible for additional increases over and above what they already receive (up to 4 levels).

### ***Separating from the School District***

As of July 1, 1996, if a support person resigns or retires from a position in the school district with a break in service and then returns to the district in a new position, he/she does not retain previous inservice points earned.

As of July 1, 1996, a support person employed on a non-continuing basis (i.e. a term position) whose position is ended will keep inservice points earned while in that position, provided he/she is rehired in a support position within one year.

### ***Leave of Absence***

Support personnel can earn up to 60 inservice credits while on leave of absence for the first six months provided the activities relate directly to their position and are approved by their administrator/designee. They must not be compensated by the district or be

provided by the district as on-going staff training in order to be counted toward compensation.

### ***Substitute Support Staff***

As of July 1, 1996 substitute support staff may receive inservice credits, but the inservice credits do not count toward salary increases.

### ***Eligibility for Salary Increases***

The Professional Development office records inservice credits in the Electronic Registrar Online System (ERO)) and TERMS, the school district's Total Educational Resource Management System. Your inservice credit information is available to you online through ERO. See your SSDC representative for guidance in accessing your online inservice transcript. Each employee is responsible for tracking his or her total points and applying for salary increases. As soon as you become eligible for a salary increase, complete the Application for Staff Development Incentive Pay Increase Form. This form may be found online at <http://district/Forms.htm> or obtained from your SSDC representative. Once the form is completed and approved by your administrator/designee, please submit it to the Professional Development office for processing. Your increase will be effective from the date your administrator/designee signs the form.

### **Additional Information**

The Support Staff Development Council Handbook is available at every cost center through the SSDC Representative and on the District website:  
<http://www.citrus.k12.fl.us/ssdc/SSDCEMPLYEEHandbook.pdf>