

P4515 ORIENTATION AND INSERVICE TRAINING

BOARD POLICY:

All new employees are given preassignment and inservice instructions relative to job requirements, working conditions, benefits and specific circumstances required by and related to their individual positions.

Administrative Implemental Procedures:

1. New lunch period aides are given inservice training in the school to which they are assigned.
2. New administrative support personnel will meet for orientation, instructional, and inservice training sessions. Throughout the year they will meet for additional inservice training relating to performance. These services will be coordinated through Human Resources.
3. Custodial supervisory personnel meet regularly for instruction and the discussion and resolution of mutual problems.
4. School security personnel will meet for orientation, instructional, and inservice training session. These services will be coordinated through Human Resources.
5. A minimum of two days inservice training annually will be provided for paraeducator employees. Inservice training for paraeducator will generally be conducted by the program director in the area in which the paraeducator is assigned. Paraeducators who volunteer to attend inservice activities shall not receive more compensation than teachers who attend the same inservice activity.
6. The Board of Education will provide a mandatory twelve (12) hour training program for newly hired paraeducators.
7. New employees who have successfully completed their 90-day probationary period may be given up to one day of released time for visiting various operational departments for the purpose of becoming more familiar with the activities conducted within the school system.
8. A minimum of one-day inservice training annually will be provided for Nutrition Services, custodians, and maintenance employees.
9. Nutrition Services managers will meet annually prior to the beginning of the school year for the purpose of reviewing contract administration.
10. School Age Program (Latchkey) and Child Development Center staff must meet KSDHE inservice requirements within 30 days of employment. KSDHE licensed centers are required to provide inservice for all certificated teachers and paraeducators; non-licensed extended day programs are required to provide inservice for paraeducators only.
11. Classified employees who are released to attend district sponsored inservice activities and are being paid a wage will be allowed to use that time, if approved by Superintendent, Chief

Human Resources Officer or designee, to advance on a career ladder or receive compensation for certificates or required licenses.

12. Certificate/License Compensation or Career Ladder Advancement. Notwithstanding anything to the contrary herein for classified employees, there will be no advancement on career ladders (including Paraeducators or A-Jc Security employees) or increases in compensation for certificates or licenses awarded after June 30, 2014, unless a special license is required for movement from one position to another position, subject to Article VIII, Paragraph Z of the SEIU Agreement.

Administrative Responsibility: Human Resources

Latest Revision Date: September 2013

Previous Revision Date: July 2013 P4515

Reference: *Policies and Procedures for Classified Personnel*