

**Fleming County Schools**  
**Classified Professional Learning Plan**  
**2017-2018**



**Where kids are first and learning never ends!**

## **District Core Beliefs & Values**

Fleming County Schools is focused on a set of values and beliefs that all stakeholders of the district (parents, students, teachers and staff, and community share. Furthermore, stakeholders are committed to providing our students a learning environment that supports academic and behavioral growth of all students.

## **District Mission Statement**

The mission of Fleming County Schools is to unite with family and community to provide an equitable, high quality education that meets the needs of each student in a caring and safe learning environment, which will ensure that students become successful throughout life.

## **District Vision**

The vision of Fleming County Schools is to become a “District of Distinction”.

## **Goal of the Professional Learning Plan**

The goal of the classified professional learning plan is to develop and implement a district-wide professional learning program that will enhance the quality of the district’s educational programs and increase student achievement by supporting all support staff. High quality, on-going, job-embedded professional learning opportunities will align with and impact the goals of the strategic plan.

## **Objectives of the Professional Learning Plan**

- Support the district’s mission/vision statements and strategic plan
- Align with the district/school improvement plans
- Increase understanding of the common curriculum and strategies for instruction and assessment
- Address professional learning needs throughout the district (school/groups/individuals)

## **Requirements**

- All classified employees will complete and document professional learning activities as related to their specific department.
- Classified staff members will complete the required paperwork and turn it into the head of their department or principal in their building

- Classified employees may also be required to complete additional trainings such as PBIS Training, and child abuse training throughout the school year.

## **Scheduled Professional Learning Days – Dates on the Approved School Calendar**

Some dates in which professional learning can be scheduled will occur throughout the school year. Please see your supervisor to determine if attendance is required on these for professional learning.

## **Documentation of Professional Learning**

\*\*All documents are located on the district webpage

For sessions requiring registration, employees will register through a Survey Monkey survey. Certificates for district and school-provided professional learning will be made available by the professional learning coordinator. Professional learning that is provided by organizations outside the school district or done on an individual basis (flexible) must be pre-approved by principals/project managers in advance and documented following the flexible professional learning procedures and using the district professional learning form.

All professional learning must be completed by May 1 of the current school year.

## **Measurement of the Impact of Professional Learning / Needs Assessment**

Fleming County Schools will monitor implementation and measure impact of professional learning on student achievement as well as assess further needs for professional learning using the following methods.

- PLC Process and Documentation
- ELEOT Walkthroughs
- PGES Data
- Student Growth Data
- Analysis of student data (classroom, benchmark, formal assessment)
- Analysis of student work
- PDSAs
- Use of scoring guides/rubrics such as IC Map, PGES rubric, as appropriate
- Feedback from Stakeholders and Employees
- Other

## **Fleming County Schools – Targets for Measurement/Accountability**

Data will be reviewed annually through the Classified Leadership Committee.

**1. Target:** Increase participation in classified learning.

**Measures:** Documentation of professional learning as required by department including sign-in sheets, certificates, etc.

**2. Target:** Ensure classified learning is relevant and helpful.

**Measures:** Surveys, Feedback from Committee, etc.

## Fleming County Schools

### Classified Staff Professional Learning Opportunities –

Shaded Entries Required

| Area   | Professional Learning/Training Needs                     | Completion Date  |
|--|--|------------------|
| Attendance<br>Required: 7 Flexible: 5                  | Attendance Clerk Training                                | August           |
|  | Infinite Campus  | August           |
|  | PBIS Online Modules                                      | August           |
|  | Confidentiality  | August           |
|  | FERPA  | August           |
|  | Code of Ethics   | August           |
|  | Bloodborne Pathogens                                     | August           |
|  | Transferring Records                                     | August/September |
|  | Child Abuse and Neglect Training                         | Before January   |
|  | KSIS Updates   | Monthly          |
|  | KDPP Fall Institute                                      | Fall             |
|  | Using and Understanding Attendance Data                  | Flexible         |
| Facilities and Maintenance<br>Required: 8 Flexible: 22 | Custodian Training                                       | August           |
|  | Bloodborne Pathogens                                     | August           |
|  | Electrical Safety  | August           |
|  | Confidentiality  | August           |
|  | FERPA  | August           |
|  | Code of Ethics   | August           |
|  | Basic Technology Tools and Software Programs             | August/September |
|  | Child Abuse and Neglect Training                         | Before January   |
|  | Hazardous Communications                                 | Flexible         |
|  | Control of Hazardous Energy                              | Flexible         |
|  | Personal Protective Equipment                            | Flexible         |
|  | Detailed Cleaning Procedures by Area (Hands-on)          | Flexible         |
|  | Steam Cleaning   | Flexible         |
|  | Substitute Training Program                              | Flexible         |
|  | General Safety Guidelines                                | Flexible         |
|  | Cleaning Science   | Flexible         |
|  | Cleaning Products and Application                        | Flexible         |
|  | Cleaning Processes and Procedures                        | Flexible         |
|  | Automated Equipment Safety                               | Flexible         |
|  | Routine Carpet Care and Deep Cleaning                    | Flexible         |
|  | Routine Floor Care for Finished, Non-Finished, Specialty | Flexible         |
|  | Renovating Finished Floors                               | Flexible         |
| Carpet and Hard Surface Floor Equipment                | Flexible   |                  |
| Cleaning Surfaces and Assets                           | Flexible   |                  |
| Cleaning by the Numbers                                | Flexible   |                  |
| Cleaning for First Impressions                         | Flexible   |                  |
| Green Cleaning   | Flexible   |                  |

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|   | Cleaning Inspections   | Flexible                                |
|   | Using Data to Improve Cleanliness Ratings  | Flexible                                |
| Food Services<br>Required:9 Flexible:3                                  | Nutrition Staff Training   | August                                  |
|   | KSNA   | August                                  |
|   | Nutrition Staff Certification  | August                                  |
|   | FRAM   | August                                  |
|   | Confidentiality  | August                                  |
|   | FERPA  | August                                  |
|   | Code of Ethics   | August                                  |
|   | Bloodborne Pathogens   | August                                  |
|   | Child Abuse and Neglect Training   | Before January                          |
|   | Breakfast and Lunch Participation Strategies   | August                                  |
|   | Data Related to Participation  | Flexible                                |
|   | Basic Technology Tools and Software Programs   | Flexible                                |
|   | Instructional Aides<br>(Professional Learning Dependent Upon Grade Level) Required: 12 Flexible: 6 | Using OneDrive to Improve Effectiveness |
| Confidentiality   |  | August                                  |
| FERPA   |  | August                                  |
| Code of Ethics  |  | August                                  |
| Bloodborne Pathogens  |  | August                                  |
| Positive Behavior Incentive System                                      |  | August                                  |
| Restraint Training  |  | August                                  |
| CPR and Medication Training   |  | August                                  |
| PBIS Online Modules   |  | August                                  |
| Child Abuse and Prevention  |  | Before January                          |
| Administration Code Training  |  | Flexible                                |
| Inclusion Training  |  | Flexible                                |
| Conflict Management   |  | Flexible                                |
| EngageNY Math and ELA Overview  |  | Flexible                                |
| Using and Interpreting Student and Assessment Data                      |  | Flexible                                |
| Understanding the Accountability System                                 |  | Flexible                                |
| Student Engagement Strategies   |  | Flexible                                |
| Basic Software Programs and Applications (and other programs as needed) |  | Flexible                                |
| Transportation.<br>Required: 11 Flexible: 3                             | Confidentiality  | August                                  |
|   | FERPA  | August                                  |
|   | Code of Ethics   | August                                  |
|   | Bloodborne Pathogens   | August                                  |
|   | Restraint Training   | August                                  |
|   | Medication/Health Conditions Training  | August                                  |
|   | CPR  | August                                  |
|   | Child Abuse and Neglect Training   | August                                  |
|   | Basic Software Programs and Applications (and other programs as needed)                            | Flexible                                |
|   | Bus Driver Updates   | August                                  |
|   | Bus Inspector Updates  | August                                  |

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|   | Driver Trainer  | Yearly         |
|   | Substitute Driver Trainings/Procedures                                  | As Needed      |
|   | Turn-by-Turn  | Flexible       |
|   | Rider Data  | As Needed      |
|   | Using Mileage   | August         |
| Secretaries and Book Keepers<br>Required: 6 Flexible: 5             | Bookkeeper Training   | August         |
|   | Confidentiality   | August         |
|   | FERPA   | August         |
|   | Code of Ethics  | August         |
|   | Bloodborne Pathogens  | August         |
|   | PBIS Online Modules   | August         |
|   | Bookkeeper Summits  | Twice Yearly   |
|   | Red Book Training   | July or August |
|   | Electronic PO Training  | As Needed      |
|   | MUNIS   | As Needed      |
|   | Child Abuse and Neglect Training  | Before January |
| Technology<br>Required: 4<br>Flexible: 4                            | FERPA   | August         |
|   | Code of Ethics  | August         |
|   | Confidentiality   | August         |
|   | Bloodborne Pathogens  | August         |
|   | Fall KYSTE Training   |                |
|   | Spring KYSTE Training   |                |
|   | Region 7 Technology Meetings  |                |
|   | Statewide Webinars  | As Needed      |
| Family Resource and Youth Service Center<br>Required: 8 Flexible: 3 | Confidentiality   | August         |
|   | Bloodborne Pathogens  | August         |
|   | FERPA   | August         |
|   | Code of Ethics  | August         |
|   | Child Abuse and Neglect Training  | August         |
|   | PBIS Online Modules   | August         |
|   | Fundraising and Purchasing  | August         |
|   | Basic Software Programs and Applications (and other programs as needed) | August         |
|   | Using OneDrive to Improve Effectiveness                                 | Flexible       |
|   | Approved Statewide Conference   |                |
|   | FRYSC Training Domain Topics  |                |