Fleming County Schools

Classified Professional Learning Plan

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".

Equity Statement

All Fleming County Schools' students deserve the right to a free, safe, personalized, and equitable education without barriers and prejudice. All staff are responsible for creating the best learning environment, experiences, and opportunities that will lead to all students becoming college, career, and life ready.

District Beliefs

We Believe…

- Continuous improvement is essential to stakeholder empowerment.
- A world-class education is essential to college & career readiness.
- Connected and efficient systems are essential for 21st Century teaching and learning.
- Parent and community engagement are essential for student success.

Strategic Framework Principles

As Fleming County Schools moves toward becoming a premier 21st Century organization of learning, the main area of focus will always be student achievement. We must strengthen our commitment to continuous improvement in order to sustain what we have already accomplished as we push the boundaries to provide a world-class education for ALL students. Furthermore, through regular monitoring and evaluation, as a district we will address these framework principles:

- Engagement of all students to ensure success

- Development of a common curriculum with common assessments
- Analysis of data and student work through professional learning communities and collaboration
- Empowerment of all stakeholders through collaborative leadership structures
- Connecting all of the district's systems

These principles lay a foundation for schools, and more importantly, students. Additionally, all of the focus areas are critical to becoming a District of Distinction and an AdvancED accredited school district. For Fleming County Schools achieve this, the district must not only implement new student-focused programs and processes, but also monitor existing ones while building capacity to lead.

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)
- Increase employee capacity to lead in their positions
- Increase learning experiences and opportunities that lead to the success of all students

Requirements

- **ALL** classified employees must engage in ongoing professional learning focused on technology and creating an equitable learning environment each year.
- **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
- Employee Evaluation 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 professional 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	Attendance Clerk Training	August
	Infinite Campus	August
	PBIS Online Modules	August
	Confidentiality	Opening Day
	FERPA	Opening Day
	Code of Ethics	Opening Day
	Bloodborne Pathogens	Opening Day
	Transferring Records	August/September
	Child Abuse and Neglect Training	Opening Day
	KSIS Updates	Monthly
	KDPP Fall Institute	Fall
	Using and Understanding Attendance Data	Flexible
Facilities and Maintenance	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	August
	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 Car 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
	Cleaning Inspections	Flexible
	Using Data to Improve Cleanliness Ratings	Flexible
Food Services	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	August
	Breakfast and Lunch Participation Strategies	August
	Data Related to Participation	Flexible
	Basic Technology Tools and Software Programs	Flexible
	Using Data to Improve Food Services	Flexible
Instructional Aides (Professional Learning Dependent Upon Grade Level)	Using Google/G Suite to Improve Effectiveness	Flexible
	Confidentiality	Opening Day
	FERPA	Opening Day
	Code of Ethics	Opening Day
	Bloodborne Pathogens	Opening Day
	Positive Behavior Incentive System	Flexible
	Restraint Training	Flexible
	CPR and Medication Training	Flexible
	PBIS Online Modules	Flexible
	Child Abuse and Prevention	Opening Day
	Administration Code Training	Spring
	Inclusion Training	Spring
	Conflict Management	Flexible
	Suicide Prevention Training	September
	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
	English Language Learners	Flexible
Transportation	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
	Driver Trainer	Yearly
	Substitute Driver Trainings/Procedures	As Needed
	Turn-by-Turn	Flexible
	Using Data to Improve Transportation Services	Flexible
Secretaries and Book Keepers	Bookkeeper Training	August
	Confidentiality	Opening Day
	FERPA	Opening Day
	Code of Ethics	Opening Day
	Bloodborne Pathogens	Opening Day
	PBIS Online Modules	Flexible
	Bookkeeper Summits	Twice Yearly
	Red Book Training	July or August
	Electronic PO Training	As Needed
	MUNIS	As Needed
	Child Abuse and Neglect Training	Opening Day
	Using Data to Improve Customer Service and Efficiency	Flexible
Technology	FERPA	Opening Day
	Code of Ethics	Opening Day
	Confidentiality	Opening Day
	Bloodborne Pathogens	Opening Day
	Child Abuse and Neglect Training	Opening Day
	Fall KYSTE Training	Flexible
	Spring KYSTE Training	Flexible
	Region 7 Technology Meetings	Flexible
	Statewide Webinars	Flexible
	Using Data to Improve Tech Services	Flexible
FRYSC	Confidentiality	Opening Day
	Bloodborne Pathogens	Opening Day
	FERPA	Opening Day
	Code of Ethics	Opening Day
	Child Abuse and Neglect Training	Opening Day
	PBIS Online Modules	Flexible
	Fundraising and Purchasing	Flexible

	Basic Software Programs and Applications (and other programs as needed)	Flexible
	Using Google/G Suite to Improve Effectiveness	Flexible
	Approved Statewide Conference	Flexible
	FRYSC Training Domain Topics	Flexible
	Using Data to Improve Services	Flexible
Nurses	Confidentiality	Opening Day
	Bloodborne Pathogens	Opening Day
	FERPA	Opening Day
	Code of Ethics	Opening Day
	Child Abuse and Neglect Training	Opening Day
	KSNA Conference	Flexible
	Other	Flexible