

SECTION XI

Personnel Development

A. ASSURANCES: Personnel Recruitment and Development

The *Grant Parish School Board* assures that the most qualified personnel available will be employed to provide special education programs and services to children with disabilities in the school system. In addition, the school system assures that an ongoing personnel development program will be implemented to improve the knowledge and skills of the staff. This program shall utilize the Comprehensive System of Personnel Development established by the State Department of Education and information collected from the school systems annual assessment of training needs.

B. Procedures: Personnel Development Program

To ensure compliance with the assurance given above, a staff development coordinator shall be designated to be responsible for the development and implementation of the staff development program. The Supervisor of Special Education will serve as the Staff Development Coordinator for Grant Parish Schools special education department. The duties of the staff development coordinator shall include the following functions:

>Make an annual analysis of current and projected staffing needs.

>Conduct an annual assessment of the personnel that need to be employed and the

inservice training needs of those staff members already employed. The needs assessment may include the following groups: special Education Teachers, regular Education Teachers, Administrators, Psychologists, Speech/Language Pathologists, Adapted Physical Education Teachers, Occupational Therapist, Social Workers, IEP Facilitator, Assessment Teachers, Teacher Aides, Parents, hearing officers, physical therapists, medical personnel, volunteers, and surrogate parents.

>Plan, implement, and operate the inservice training program based on the results of the needs assessment. Such inservice shall implement methods of improving coordination of regular and special education.

>Make personnel aware of promising practices, materials, and innovative programs and provide assistance in the location of programs proven to be effective through demonstration and research.

>Evaluate the effectiveness of the personnel development program.

Procedures/Annual Needs Assessment:

Two types of needs assessment will be conducted:

(1) a needs assessment of the personnel that needs to be employed;

(2) the inservice training needs of the staff already employed.

Each year, the staff development coordinator will complete the data tables on present staff employed and additional staff needed. The latter table will be developed by comparing the existing staff with the projected number needed based on the projected number of Special Education students to be served by program, setting, and exceptionality. The staff development coordinator will provide this information to the Supervisor of Special Education.

An annual assessment of the inservice training needs of staff members employed will be conducted by the staff development coordinator. The sources of information that will be used in the assessment includes the following:

- Review of certification records
- Annual evaluation of staff
- Analysis of program problems
- Evaluation results of previous training activities-State CSPD training needs
- SDE and local monitoring reports
- Training needs assessment survey
- Interests of teachers and staff
- Evaluation results of previous training activities

Procedures to be used in planning and implementing the inservice training program:

The staff development coordinator will be responsible for planning the inservice training to be conducted based on the identified needs. The planning process should include and consider:

- ..groups to be trained,
- ..content to be presented,
- ..time of training,
- ..location of training, and
- ..who will do the training
- ..evaluation of effectiveness of training

Once the training plan has been developed, it will be the responsibility of the staff

development coordinator to provide technical assistance to the specific person assigned to be responsible for carrying out the training activity. Various incentives will be used to encourage the appropriate persons to attend the inservice training activities.

C. Procedures: Awareness of Promising Practices and Innovative Programs

One of the key elements in staff improvement is concerned with making personnel aware of improved helping techniques and then assist them in the process of learning these techniques so they can apply them in the classroom and in helping children with disabilities. The staff development coordinator will conduct two major activities to achieve this goal. The first activity will be to collect information about promising practices, materials, and programs. This will be done by obtaining information through such resources as:

- ERIC Search
- South Atlantic Regional Resource Center
- Louisiana Learning Resource System
- U. S. Department of Education publications
- The Council for Exceptional Children publications
- The National Education Association publications
- Special Education Regional Coordinator
- Fifth District Professional Development Center

The second major activity will be to disseminate this information to the appropriate personnel. The staff development coordinator

will disseminate this information throughout the year as the information is gathered either at a scheduled inservice workshop or send the information directly to teachers and other staff. The staff development coordinator will keep a copy of all information disseminated, the date disseminated and who received the information. The staff development coordinator will assist the staff in obtaining additional follow-up information if they request it.

D. Procedures: Evaluating the Effectiveness of the Staff Development Program

The staff development coordinator will be responsible for collecting the evaluation information to assure the effectiveness of the staff development program. Evaluation will be done through the following activities:

>Data from the annual training needs assessment will be compared to determine the progress that is being made.

>Evaluation data from each training activity will be collected as specified in procedures outlined above.

>The evaluation data will be reviewed annually by the staff development committee to assess the effectiveness of the staff development program as well as for identifying additional training needs.

Procedures: Acquiring and Employing Qualified Personnel, and for reducing the use of temporary certificates and emergency plans.

The *Grant Parish School Board* shall make a concerted effort to employ the best teachers available, and to assign teachers to levels and subject fields in which they have achieved full certification.

The standard procedures used in securing teacher applicants are as follows:

>Accept applications filed voluntarily by candidates.

>Seek recommendations from placement bureaus at Northeast Louisiana University, Louisiana Tech University, and Grambling State University.

>Visit the above named campuses to actively recruit applicants.

In the selection of personnel for teaching positions, personal interviews are conducted with applicants. The information on the application, transcripts of college records, and comments or references supplied by the applicant teachers are all considered in the final selection. Former employers, critic teachers, supervising teachers, and references, may be contacted by telephone for additional information.

Personnel interviews with the applicants may be the joint responsibility of the supervisor and the principal of the school in which a vacancy is to be filled. If the applicant meets with approval by the supervisor and principal, they may recommend the applicant to the superintendent. The superintendent, in turn, may interview the applicant and recommend the applicant to the school board for appointment. A formal contract is then executed between the school board and the teacher.

When it becomes necessary to employ a teacher who is not fully certified to fill a vacancy as a special education teacher, the teacher must agree, prior to signing a formal contract, that he/she will pursue the appropriate certification.

Nondiscrimination and Employment of Disabled Individuals:

The *Grant Parish School Board* assures that the program assisted under Part B of the IDEA will be operated in compliance with Title 45 of the Code of Federal Regulations Part 84

(Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefitting from Federal Financial Assistance).

The *Grant Parish School Board* assures that it shall make positive efforts to employ and advance in employment qualified individuals with disabilities in programs assisted under Public Law 101-476.

Pupil Appraisal Staff Members : Pupil Appraisal staff members shall meet, on a regular basis, with the school personnel of their assigned school in order to assure the coordination of regular education and special education.