

**CLOVIS UNIFIED  
SCHOOL DISTRICT****PERSONNEL**

Classified

**STAFF DEVELOPMENT – CLASSIFIED EMPLOYEES**

**PURPOSE:** To establish policy and procedures for staff development for classified employees.

The Board recognizes that a competent well-trained classified staff is essential to carrying out its goals. Besides providing opportunities for personal growth, staff development is viewed as a necessary, continuous, and systematic effort to improve District educational programs by involving all classified personnel in activities that improve their skills and broaden their perceptions.

The Superintendent or designee shall involve classified staff, site and District administrators, and others, as appropriate, in the development of the District's staff development program. He/she shall ensure that the District's staff development program is aligned with District goals, school improvement objectives, the local control and accountability plan, and other District and school plans.

Classified employees shall be provided opportunities to develop increased competence beyond that which may be attained through the performance of assigned duties, and to develop additional knowledge and skills as appropriate. Staff development opportunities may address general workplace skills and/or skills and knowledge specific to the duties of each classified position. In addition, training will focus on transmitting the District culture and its mission, tradition, and philosophy, and in promoting positive attitudes and behavior toward the District's culturally and ethnically diverse students and employees. Special emphasis shall be made to better prepare classified staff members to meet the needs of students from diverse cultural and ethnic backgrounds.

For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students.

Recognizing that certain expenditures will be incurred by classified employees in upgrading and updating skills, the Board authorizes the Superintendent or designee to establish an in-District staff development program for District classified employees and further authorizes the Superintendent or designee to approve classified employee requests for travel, meetings, and conferences within California and within the financial limitations as set forth in the District's budget. Attendance by classified employees at any out-of-state conference or meeting shall be approved by the Board.

Board Policy and Administrative Regulation No. 3350 shall be followed to reimburse classified employees for the use of personal vehicles and for expenses incurred by the attendance of conferences and meetings.

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The District's staff evaluation process may be used to recommend additional individualized staff development for individual classified employees.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both classified staff and students and shall report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent or designee reports, the Board may revise the program as necessary to ensure that the staff development program supports the District's priorities for student achievement.

Adopted: 10/21/2020

**EDUCATION CODE**

- 44277 Professional growth programs for individual teachers
- 44032 Travel expense payment
- 45380-45387 Retraining and study leave (classified employees)
- 45390-45392 Professional development for classified school employees
- 52060-52077 Local control and accountability plan
- 56240-56245 Staff development; service to persons with disabilities

**GOVERNMENT CODE**

- 3543.2 Scope of representation of employee organization

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