

Section 400 – Personnel  
Support Staff - General  
Support Staff Development

File: 412.50

Administrators who are designated by the superintendent of schools to supervise classified staff will be responsible for providing routine orientation and explaining the day-to-day work responsibilities for new personnel or for seeing that the immediate supervisor, such as head cook or head custodian, performs these functions.

To the extent schedules and budgeting will allow, classified personnel will be expected to attend workshops or seminars that will better prepare them to perform their assigned tasks. Requests to attend these activities should be made to the immediate supervisor and are to be approved by the designated administrator. The designated administrator will notify the superintendent of schools in writing of the attendance of certified personnel to workshops or seminars so that a record of the attendance can be placed in each individual's personnel file.

The school district will pay the tuition or enrollment fee, room, board, and will either pay mileage or provide transportation for attendance to workshops or seminars which relate to the assigned activity which have been approved prior to attendance.

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_