

# **412.50 Support Staff Development**

Friday, August 11, 2023

## **SUPPORT STAFF DEVELOPMENT**

The superintendent of schools shall be responsible for providing or for directing the immediate supervisor, such as the head cook or head custodian, to provide routine orientation and explaining the day-to-day work responsibilities for new classified employees and the updating of currently employed staff personnel.

To the extent schedules and budgeting will allow, classified employees 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 or the superintendent of schools and must be approved by the superintendent of schools. The superintendent of schools, or a person so designated, shall see that a written statement of attendance to any workshop or seminar is placed in each classified employee's personal 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 and which have been approved prior to attendance.