

*Repealed
by
Series 142
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**TITLE 126
LEGISLATIVE RULE
BOARD OF EDUCATION**

**SERIES 145
CENTRAL OFFICE/PROFESSIONAL SUPPORT PERSONNEL
RESPONSIBILITIES AND PERFORMANCE STANDARDS (5313)**

§126-145-1. General.

1.1. Scope. -- This legislative rule established county job descriptions for Central Office/ Professional Support Personnel and suggested performance standards that must be developed by the county board of education for each state and county adopted responsibility.

1.2. Authority. -- W.Va. Code §18-2-5; 18A-2

1.3. Filing Date. -- January 22, 1985

1.4. Effective Date. -- March 22, 1985

1.5. Repeal of Former Rule - None - This was a new policy.

§126-145-2. Applicability.

This policy applies only to central office/professiona support personnel. The performance standards have been developed to clarify the job responsibility and give counties directions in developing their performance standards.

§126-145-3. Eligibility.

In order to be evaluated under this policy, the employee must be a central office/professional support personnel.

3.1. The county job descriptions for central office administrative personnel and professional support personnel (such as nurses, media and counselor) shall include the following responsibilities:

- a. Leadership and support in their area of responsibility,
- b. Establishing and implementing an improve-

ment process for their area of responsibility,

- c. Establishing good public and employee relations in their area of responsibility,
- d. Maintaining professional work habits,
- e. Maintaining and upgrading his/her professional skills, and
- f. Evaluating personnel under his/her supervision.

§126-145-4. Performance standards.

Performance standards shall be developed by county boards of education for each state and county adopted responsibility. Performance standards shall be clearly defined to enable all employees to understand their job performance expectations. The indicators provided are not required. Their purpose is to help clarify the responsibilities and give guidance to the development of performance standards.

4.1. Leadership.

Indicators such as:

- a. Knowledge of area of responsibility.
- b. Planning.
- c. Scheduling.
- d. Judgment.

4.2. Program improvement process.

Indicators such as:

- a. Assessment.

b. Trend reports.

c. Priority establishment.

4.3. Relationships.

Indicators such as:

a. Accessibility.

b. Public relations.

c. Employer relations.

4.4. Professional work habits.

Indicators such as:

a. Confidentiality.

b. Attitudes.

c. Attendance.

d. Respect for individual differences.

4.5. Professional growth.

Indicators such as:

a. Staff development activities,

b. Advanced degrees,

c. Professional associations,

d. Research,

e. Updating through journals,

f. Conferences, and

g. Professional growth plans.

4.6. Personnel evaluation.

Indicators such as:

a. Conducts observation.

b. Timely evaluations.