

28
Cul
Pm
Cm

TITLE 126
LEGISLATIVE RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-A
SERIES 5314

TITLE: Service Personnel Responsibilities and Performance Standards

Section 1. General

1.1 Scope - This legislative rule established county job descriptions for Service 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 - West Virginia Code 18-2-5; 18A-Article 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

Section 2. Applicability

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

Section 3. Eligibility

In order to be evaluated under this policy, the employee must be a service personnel

3.1 The county job descriptions for service personnel shall include the following responsibilities:

1. maintaining positive work habits,
2. performing duties efficiently and productively, and
3. maintaining and/or upgrading skills.

J/B17 - 10/14/86

Staff Evaluation

Professional Responsibilities and Performance Standards

Service Personnel

SERVICE PERSONNEL
RESPONSIBILITIES AND PERFORMANCE STANDARDS

A. RESPONSIBILITIES

County job descriptions for service personnel shall include the following responsibilities:

1. maintaining positive work habits,
2. performing duties efficiently and productively, and
3. maintaining and/or upgrading skills.

Secondary
B. 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 responsibility and give guidance in the development of performance standards.

4. 1. WORK HABITS

Indicators such as:

- a. Observation of work hours
- b. Attendance
- c. Compliance with rule
- d. Safety practices
- e. Meeting schedules
- f. Accepting change
- g. Appearance of work area
- h. Initiative
- i. Attitude

4. 2. PERFORMANCE

Indicators such as:

- a. Work judgments
- b. Planning and Organizing
- c. Quality of work
- d. Accepting responsibility
- e. Following instructions
- f. Efficiency under stress
- g. Operation and care of equipment
- h. Work coordination

4. 3. PROFESSIONAL DEVELOPMENT

Indicators such as:

- a. Knowledge of work
- b. Job-related training