

*Repealed  
by series 142  
Aug 20, 92*

TITLE 126  
LEGISLATIVE RULE  
BOARD OF EDUCATION

SERIES 147  
SUPERVISORS OF SERVICE PERSONNEL  
RESPONSIBILITIES AND PERFORMANCE STANDARDS (5315)

**§126-147-1. General.**

1.1. Scope. -- This legislative rule established county job descriptions for Supervisors of 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. -- 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.

**§126-147-2. Applicability.**

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

**§126-147-3. Eligibility.**

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

3.1. The county job descriptions for all service personnel (Policy 5314), the county job description for supervisors and service personnel shall include the following responsibilities:

- a. Providing effective leadership,
- b. Implementing a system to monitor productively, and
- c. Supervising subordinates.

**§126-147-4. 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. Planning and organizing.
- b. Scheduling and coordinating.
- c. Judgments and decisions.
- d. Establishing data base.
- e. Providing trend reports.

4.2. Productivity.

Indicators such as:

- a. Productivity.
- b. Operational economy.

4.3. Supervision.

Indicators such as:

- a. Training and instructing.
- b. Evaluating subordinates.
- c. Supervisory control.