

GENERAL IMPLEMENTATION PROCESS FOR PROVIDING
A SYSTEMATIC PROGRAM OF CONTINUING EDUCATION FOR
PUBLIC SCHOOL PERSONNEL IN MINGO COUNTY

The delivery of Continuing Education services to all Mingo County professional staff shall be governed by the following implementation process:

- | <u>1. Organization and Administration</u> | <u>Responsible Agency</u> |
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| 1. Each county board of education shall provide a statement of commitment to the West Virginia program for continuing education outlined herein. | County Supt. & County Board |
| 2. The County superintendent at the direction of the county board of education shall administer the continuing education program within the county. | |
| 3. The superintendent within each county, with the approval of the county board of education, shall appoint or designate a coordinator of continuing education. | |
| 4. Within each county representation of the various continuing education agencies and the major participant groups shall be achieved through a council to be referred to as the Continuing Education Council. Representatives shall be nominated by their peers and appointed as follows: | |
| (a) Teacher and principal representatives shall be nominated by their peers in an open nomination and secret ballot election conducted by the coordinator of continuing education. | County Coord. |
| (b) The higher education representative shall be nominated by the County superintendent in cooperation with the colleges serving the county. | County Supt. & IHE's |
| (c) Persons filling vacancies on the Continuing Education Council shall be nominated by the county superintendent and approved by the county board of education. | County Supt. & County Board |
| 5. The list of nominees to the Continuing Education Council shall be approved by the county superintendent and the county board of education. | |
| 6. The county Continuing Education Council shall be composed of at least the following: | |
| 1 County coordinator of continuing education (nonvoting) | |
| 1 County administrator | |

	<u>Responsible Agency</u>
3. Each county shall conduct a needs assessment of all professional personnel at least every three years.	LEA
4. The superintendent of each county and the coordinator of continuing education shall receive from the Division of Professional Development Systems a list of needs derived from statewide assessment of pupil achievement, professional personnel, and other sources.	DPDS
5. The county coordinator of continuing education, under the supervision of the county superintendent, shall prepare a summary of needs from local and state assessments and submit them to the Continuing Education Council.	LEA
6. The Continuing Education Council shall prioritize the assessed needs.	CEC
7. The Continuing Education Council shall identify program objectives based on the assessed needs.	CEC
8. The program objectives shall be submitted to the county superintendent for approval.	County Supt.
9. The coordinator of continuing education within each county shall make program objectives available to prospective trainers of professional personnel.	County Coordinator

III. PROGRAM DESIGN AND COUNTY PLAN

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| 1. The county plan, submitted to the West Virginia Board of Education for approval, shall consist of program components for the job related training required of all professional personnel. | LEA |
| 2. The Division of Professional Development Systems shall define essential components for the training program proposals received by local Continuing Education Councils from prospective trainers. | DPDS |

Mingo County Schools
Educational Personnel Development

Responsible Agency

- 3. Each continuing education participant shall select activities for the coming year and seek attendance approval from his/her immediate supervisor. Participant & Supervisor
- 4. The county coordinator of continuing education shall maintain records of enrollment, scheduling, and the competencies gained by participants in each approved continuing education activity conducted in the county. County Coordinator

V. MONITORING

- 1. The Continuing Education Council shall supervise the total approved continuing education program to insure that activities are based on assessed needs and that the competencies included in the various program objectives are realized. County Coordinator
- 2. The Division of Professional Development Systems shall establish a procedure for conducting periodic on-site review of the total ongoing program of continuing education within each county approved by the West Virginia Board of Education. DPDS
- 3. The coordinator of continuing education within the Division of Professional Development Systems shall coordinate the on-site review of county continuing education programs. DPDS

VI. EVALUATION

- 1. The Division of Professional Development Systems shall conduct an annual evaluation of the state-wide continuing education program, directed primarily at the effectiveness of the needs assessment program, the extent to which approved programs meet identified needs, and the maintenance of quality control within the counties. DPDS
- 2. The evaluation of approved continuing education programs within the county plan shall be the responsibility of the Continuing Education Council and the county superintendent and his staff. The results of the evaluation procedure shall be used for future program development. CEC & County Supt.
- 3. Each continuing education program shall include both process and product evaluation components. LEA

Responsible Agency

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| 4. The county coordinator of continuing education shall communicate evaluation results to the Division of Professional Development Systems. | County Coordinator |
| 5. The instructional staff for each approved continuing education program shall provide evaluative data to the county coordinator of continuing education which verify participants' achievement of competencies. | Instructional Staff |
| 6. Each continuing education participant, in concert with his/her immediate supervisor, shall develop a personal continuing education plan and maintain self-assessment records to be used in planning his/her professional development. | Participant & Supervisor |

Responsible Agency

1 elementary principal
 1 middle school or junior high principal
 1 secondary principal
 3 elementary teachers
 2 middle school or junior high teachers
 2 secondary teachers
 1 representative of higher education

13 total (12 voting)

Appointments to the Continuing Education Council shall be made on a staggered three-year sequence. Initially one-third of the members shall be approved for one year, one-third for two years, and one-third for three years. After the first year all members shall be approved for three years.

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| 7. | The Continuing Education Council may appoint additional nonvoting members. | CEC |
| 8. | The county coordinator of continuing education shall serve as the nonvoting chairperson of the Continuing Education Council. | County
Coordinator |
| 9. | The county administrator shall be the county superintendent or his designee. | County Supt. |
| 10. | The Continuing Education Council shall operate under the general supervision of the county superintendent. | |
| 11. | Two or more counties may elect to cooperate in the continuing education program. The Continuing Education Council within each county, however, must remain the policy recommending body for programs within the county. | |
| 12. | An institution of higher education, or other agency, wishing to cooperate in providing continuing education shall provide a statement of support to the board(s) of education and Continuing Education Council(s) in the area it serves. | IHE |
| 13. | Any regional education service agency or teacher education center, at the direction of its Board of Directors, shall cooperate with the Continuing Education Council of each local education agency within its service region in providing continuing education. | RESA & TEC |

Mingo County Schools
 Educational Personnel Development

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| 3. The county coordinator of continuing education shall supervise the creation of continuing education program objectives by the Continuing Education Council, as yielded through the local needs assessment within the county, and coordinate the implementation of the program by curriculum specialists and supervisors within the county office, administrators at the county and building levels, and consultants from various agencies which conduct continuing education activities. | County Coordinator |
| 4. Each institution, agency or group of educational personnel, or individual, capable of delivering programs to meet one or more of the identified county program objectives, may submit proposals to the chairperson of the Continuing Education Council (county coordinator of continuing education). | LEA & All Agencies |
| 5. The Continuing Education Council through the county coordinator of continuing education shall receive from prospective trainers of professional personnel proposals directed at specific county program objective(s). | CEC & County Coordinator |
| 6. Standards for approving proposals received by the Continuing Education Council shall be established by the Division of Professional Development Systems and provided to each county and its Continuing Education Council. | DPDS |
| 7. The county coordinator of continuing education and the Continuing Education Council shall match proposals against identified program objectives. | County Coordinator |
| 8. If appropriate proposals are not received to meet the identified program objectives within the county and state, the county coordinator of continuing education shall actively solicit proposals from appropriate sources, and cooperate in the development and operation of the program(s). | County Coordinator |
| 9. The guidelines for the preparation of the county continuing education plan shall be developed and supervised by the West Virginia Department of Education. | SEA |
| 10. Each county shall prepare a proposed continuing education plan for a three-year period. | LEA |