

LAUNCH PAD

DRIVEN TOWARD SUCCESS

2016-17 Classified Professional Development Pilot

LBUSD Board Meeting

June 28, 2016

Purpose – Why is a Change Necessary?



OLD MODEL

- “Sit and get” approach
- Repeated courses
- Impact not measured
- Costly vs. benefit to district

LAUNCH PAD MODEL

- Proficiency and application-based
- Work at own pace
- Impact will be measured
- One-time stipends support employee growth

Key Components



- Assessment – measurable effectiveness
- Depth vs. breadth – 3 levels for each area
- Applicability to job classifications
- Expandable to additional courses, areas of learning, and adjustable to district needs



Assessment



- Pre and post surveys of employees and supervisors
- Opportunities for employees to suggest courses or topics
- Classified PD Committee will evaluate results



Purpose of the Committee

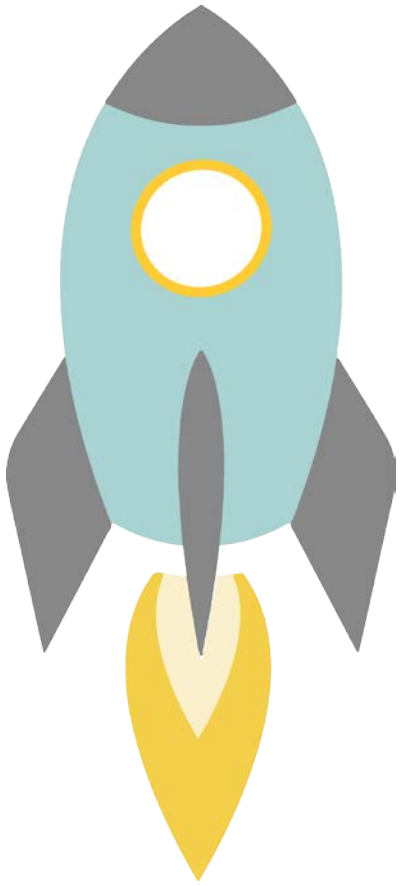
- Evaluation of the process
- Recommend future revisions/modifications of program to bargaining teams
- Consider employee requests for topics, courses, trainings, etc.
- Recommend processes/procedures to administer the system
- Develop a FAQ document to answer employee questions about the program

Committee Members:

- Margaret Warder
- Nikki Romano
- Durinda Klein
- Leisa Winston
- 2 additional rotating administrators



Leveled Topics



LEVEL 1

Level 1 – Basic overview and application

LEVEL 2

Level 2 – Builds on basic skills and expands into more complex application

LEVEL 3

Level 3 - Advanced knowledge and proficiency in application to the extent that the employee is able to train others

Compensation

Upon successful completion of the assessment or demonstrated proficiency, the employee earns the following one-time stipend:

- Level 1 - \$50
- Level 2 - \$100
- Level 3 - \$250



Demonstrated Proficiency – HOW?

- Course assessment
- Demonstration (screenshot, essay, supervisor observation)
- Combination of both
- There is no time requirement to complete a course. It may take some employees 1 hour, it may take other employees 4 hours. The focus is on the learning and application, not the “seat time.”
- The higher the level, the more complex the application/demonstration of proficiency.



LAUNCH PAD Matrix Example

| <u>Job Classification</u> | <u>AED/CPR/ First Aid</u> | <u>Aeries</u> | <u>Customer Service</u> | <u>MS Excel</u> | <u>MS Word</u> |
|--|-------------------------------|---------------|-----------------------------|-----------------|----------------|
| Administrative Assistant, Instructional Services | Level 1 | Level 3 | Level 3 | Level 3 | Level 3 |
| Administrative Assistant to the Principal | Level 2 | Level 3 | Level 3 | Level 3 | Level 3 |
| Administrative Assistant, High School Support | Level 2 | Level 3 | Level 3 | Level 3 | Level 3 |
| High School Registrar | Level 2 | Level 3 | Level 3 | Level 1 | Level 1 |
| Attendance and Student Records Specialist | Level 2 | Level 3 | Level 3 | Level 1 | Level 1 |
| Central Office Assistant | Level 1 | Level 1 | Level 3 | Level 3 | Level 3 |
| HS Athletics Office Assistant | Level 2 | Level 2 | Level 3 | Level 1 | Level 1 |
| Reception & Counseling Office Asst. | Level 2 | Level 3 | Level 3 | Level 3 | Level 3 |
| Attendance Specialist | Level 2 | Level 3 | Level 2 | Level 3 | Level 3 |
| Technology & Reception Asst. | Level 1 | Level 3 | Level 3 | Level 3 | Level 3 |
| Attendance & Reception Asst., Elementary | Level 2 | Level 3 | Level 2 | Level 3 | Level 3 |
| Middle School Enrollment & Office Asst. | Level 2 | Level 3 | Level 3 | Level 3 | Level 3 |
| Accounting Specialist | Level 1 | Level 1 | Level 2 | Level 3 | Level 3 |
| Special Ed/ Student Svcs. Specialist | Level 1 | Level 3 | Level 3 | Level 3 | Level 3 |
| Asst. to Facilities/Nutrition Svc. | Level 1 | Level 2 | Level 3 | Level 3 | Level 3 |
| Activities Account Clerk | Level 1 | Level 2 | Level 3 | Level 3 | Level 3 |



LAUNCH PAD Process

- Employee selects a topic within his/her job classification at Level 1 and successfully completes the assessment.
- Once completed, the employee may select a different Level 1 topic in his/her job classification OR may select Level 2 of the same topic.
- Some topics may have pre-requisites.
- Employees must complete all topics within his/her job classification before accessing topics outside of his/her job classification.
- Any employee who takes and completes a course will complete a course evaluation that will be sent and reviewed by HR and/or the committee.



LAUNCH PAD Courses

- Courses may be in person, in district, outside of district, online or blended online/in person
- Haiku will be used for blended courses within district
- Some courses may be taught online or via webinar (links provided by the district)
- Employees will be responsible for fees for courses taken outside of the district
- A district-provided option will be available for all level 1 and level 2 courses
- District will use employees as trainers whenever possible or feasible
- Each course will have defined goals, resources, and evidence/rubrics for proficiency
- Some courses will not have all three levels
- [Example course](#)



LAUNCH PAD Focus Areas for 2016-17

- CPR/First Aid/AED
- Campus Supervisor SB1626 Training
- Aeries
- Customer service/interpersonal relations
- Behavior management
- Workplace safety (specifics TBD)
- Google Suite (Mail, Docs, Sheets, Calendar)
- Google Chromebook Apps
- Haiku
- Nutrition Services (specifics TBD)
- Advanced phones/copiers
- Thinking maps
- Social media
- Time management/organization
- CERT
- English Language Development
- Accommodations/modifications
- Instructional materials training
- Health services (specifics TBD)
- Instructing students with autism



Next Steps

- Classified employees and supervisors complete needs assessment survey to provide input on program topics by July 15
- Classified professional development committee will meet in July to create an FAQ for employees and develop processes and procedures
- Launch Pad orientation for employees on Welcome Back Day August 30
- Committee will identify an employee at each site and/or job classification to serve as a resource to other employees on the professional development program