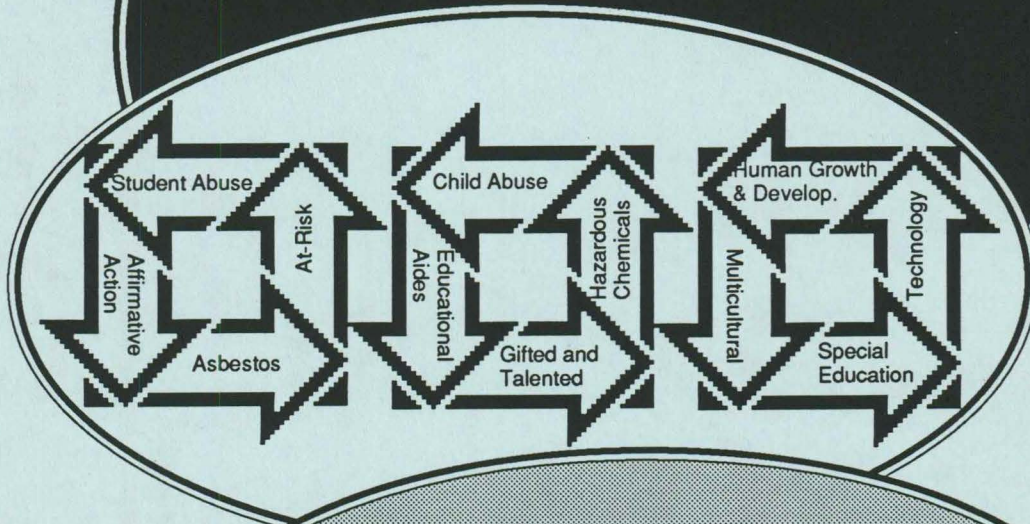


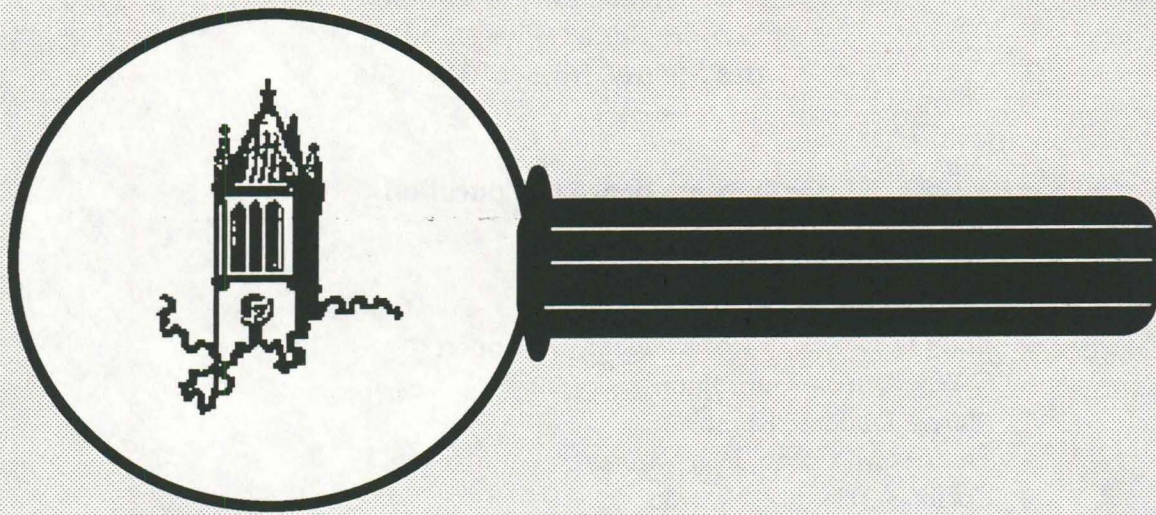
# Mandated Staff Development



Iowa Department of Education

August 1991

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*The future culture of the school will be fashioned largely by how staff development systems evolve. How good schools will be as educational institutions — how humane and vital they will be as places to work — will be functions of the energy and quality of the investment in their personnel. Whether better-designed curriculums will be implemented, the promise of new technologies realized, or visions of a genuine teaching profession take form, all depend to a large extent on the strength of the growing staff development programs, and especially whether they become true human resource development systems.*

*— Bruce Joyce, Director  
Booksend Laboratories*

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Des Moines, Iowa 50319-0146**

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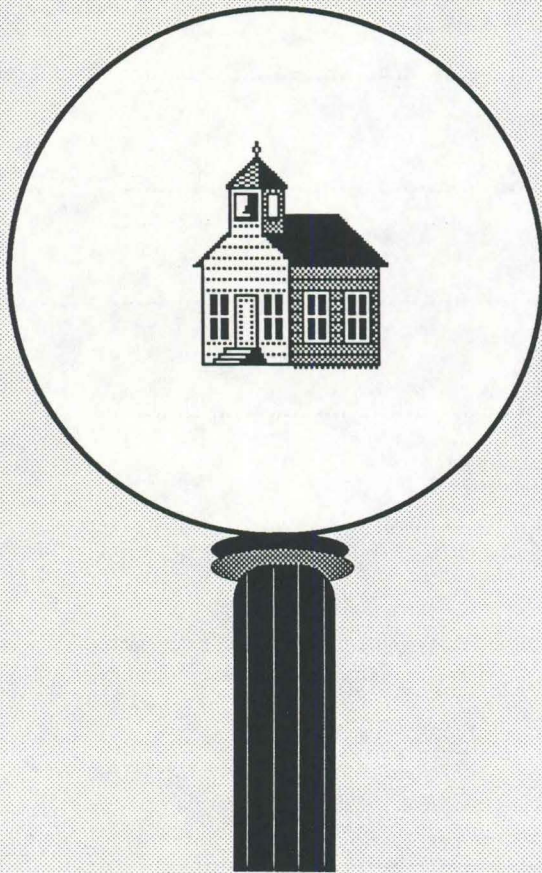
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# Table of Contents

	Page
Introduction .....	1
General Staff Development Requirement .....	2
Abuse of Students by School Employees .....	3
Affirmative Action .....	3
Asbestos .....	4
At-Risk .....	4
Bus Driver's Training .....	5
Child Abuse .....	5
Educational Aides .....	6
Gifted and Talented .....	6
Hazardous Chemicals .....	7
Human Growth and Development .....	7
Multicultural Nonsexist Approaches to Educational Programs .....	8
Special Education .....	8
Technology .....	9



*A final criterion of a profession is that its practitioners never stop learning better ways of providing service for their clients. Continuous examination and modification of practice is essential to professional growth.*



*—Madeline Hunter, Adjunct Professor  
University of California, Los Angeles*

# Mandated Staff Development

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## *Introduction*

With the approval of new school standards in 1987, the State Board of Education acknowledged the powerful impact of staff development upon a quality educational system by mandating a three-year staff development plan supported by annually budgeted funds to implement the plan.

Since that time, additional staff development requirements have also been mandated in the areas of student abuse, affirmative action, asbestos training, bus driver's training, and hazardous chemicals.

The purpose of this publication is to assist Iowa schools as they work to meet their own needs in the area of staff development as well as helping them to comply with state standards.

Excellence in education and improvement in student achievement can only be accomplished by the development of a comprehensive plan for school improvement. Staff development is a critical component of a school improvement plan. Such a plan must be developed with meaningful involvement of the people affected. Staff development must call for a substantial commitment of time, which also translates into a significant commitment of resources.

Success in achieving long term change in a school system is difficult to achieve. A well planned and fully implemented staff development program is perhaps the only significant way to bring about such change.

## **Mandated Staff Development**

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### ***General Staff Development Requirement***

281 — 12.7 (256) Staff development. The following standards shall apply to staff development for accredited schools and school districts.

12.7 (1) Staff development program. The board shall have a plan for staff development. The plan shall provide for the professional development needs of the instructional professional staff, the noninstructional professional staff, the support staff, and educational aides. The plan shall include general goals for a three-year period and specific objectives and activities for the current school year.

12.7 (2) Budget for staff development. The board shall annually budget specified funds to implement the plan required in subrule 12.7 (1).

## Mandated Staff Development

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**Identified Area:** Abuse of students by school employees

**Required For:** Level I investigators and alternates

**Legal Reference:** 281 Iowa Administrative Code 102.5(4)

**Contact Person:** Accreditation Consultant

“The board of directors of a public school district and the authorities in control of a nonpublic school shall:

**Arrange for annual in-service training for the designated investigator and alternate in investigating reports of abuse of students.”**

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**Identified Area:** Affirmative Action

**Required For:** All staff who hire or supervise personnel

**Legal Reference:** 281 Iowa Administrative Code 95.4(5)

**Contact Person:** Tom Andersen  
515-281-8170

**“Each board of directors shall provide periodic training for all staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of its affirmative action plan.”**



# Mandated Staff Development

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**Identified Area:** Asbestos

**Required For:** Maintenance and custodial staff

**Legal Reference:** 281 Iowa Administrative Code 96.7 (256)

**Contact Person:** Milt Wilson  
515-281-4743

**“a. Each LEA shall ensure... that all members of its maintenance and custodial staff... who may work in a building that contains asbestos containing building material (ACBM) receive awareness training of a minimum of two hours, whether or not they are required to work with ACBM. New custodial and maintenance employees shall be trained within 60 days after commencement of employment.”**

**b. The LEA shall ensure that all members of its maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM shall receive training (as described in “a.” above) and a minimum of 14 hours of additional training.”**

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**Identified Area:** At-Risk

**Required For:** School personnel

**Legal Reference:** 281 Iowa Administrative Code 12.5 (13)

**Contact Person:** Ray Morley  
515-281-3786

“The board shall have a plan to identify and provide special assistance to students who have difficulty mastering the language, academic, cultural, and social skills necessary to reach the educational levels of which they are capable. The plan shall accommodate students whose aspirations and achievement may be negatively affected by stereotypes linked to race, national origin, language background, gender, income, family status, and disability.

The plan shall include strategies for identifying at-risk students. These objectives shall be translated into performance objectives for all school personnel. **The plan shall also include provisions for in-service training for school personnel;** strategies and activities for involving and working with parents; provisions for monitoring the behavioral, social, and academic improvement of at-risk students; provisions for appropriate counseling services; strategies for coordinating school programs and community-based support services; and maintenance of integrated educational environments in compliance with federal and state nondiscrimination legislation.”

## Mandated Staff Development

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**Identified Area:** Bus Driver's Training  
**Required For:** All Bus Drivers  
**Legal Reference:** Iowa Code Section 321.376  
**Contact Person:** Terry Voy  
515-281-4749

**“A person applying for employment or employed as a school bus driver shall successfully complete a department of education approved course of instruction for school bus drivers before or within the first six months of employment and at least every twenty-four months thereafter. If an employee fails to provide an employer with a certificate of completion of the required school bus driver's course, the driver's employer shall report the failure to the department of education and the employee's school bus driver's permit shall be revoked. The department of education shall send notice of the revocation of the employee's permit to both the employee and the employer. A person whose school bus driver's permit has been revoked under this section shall not be issued another school bus driver's permit until certification of the completion of an approved school bus driver's course is received by the department of education.”**

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**Identified Area:** Child Abuse  
**Required For:** Mandated child abuse reporters  
**Legal Reference:** Iowa Code Section 232.69 (3)  
**Contact Person:** Accreditation Consultant

**“A person required to make a report... shall complete two hours of training related to the identification and reporting of child abuse within six months of initial employment... The person shall complete at least two hours of additional child abuse identification and reporting training every five years.”**

# Mandated Staff Development

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**Identified Area:** Educational Aides

**Required For:** Newly hired educational aides

**Legal Reference:** 281 Iowa Administrative Code 12.4

**Contact Person:** Accreditation Consultant

**“During the initial year of employment an educational aide shall complete an inservice training program approved by the board.”**

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**Identified Area:** Gifted and Talented

**Required For:** All classroom teachers  
Gifted and talented instructional and supervisory personnel

**Legal Reference:** 281 Iowa Administrative Code 59.5 (8)

**Contact Person:** Leland Wolf  
515-281-3198

**“Periodic inservice sessions will be offered for all classroom teachers to maintain and upgrade understandings and skills about individualizing programs for identified gifted and talented students.”**

**“A staff development plan for personnel responsible for gifted and talented programs shall be provided. This plan shall be based upon the assessed needs of the gifted and talented instructional and supervisory personnel.”**

## Mandated Staff Development

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**Identified Area:** Hazardous Chemicals

**Required For:** All employees

**Legal Reference:** 347 Iowa Administrative Code 120.6  
Iowa Code Section 89B.10

**Contact Person:** Milt Wilson  
515-281-4743

**“Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.”**

**“An employer shall provide special training when the employer either assigns an employee to a special assignment or task which increases the employee’s potential exposure to a hazardous chemical...”**

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**Identified Area:** Human Growth and Development

**Required For:** Teachers

**Legal Reference:** Iowa Code Section 279.50 (6)

**Contact Person:** Elaine Edge  
515-242-6024

**“Each area education agency shall periodically offer a staff development program for teachers who provide instruction in human growth and development.”**

# Mandated Staff Development

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**Identified Area:** Multicultural Nonsexist Approaches to Educational Programs

**Required For:** All staff members

**Legal Reference:** 281 Iowa Administrative Code 12.5 (8)

**Contact Person:** Tom Andersen  
515-281-8170

“The plan shall also include specified objectives, with implementation timelines for each component of the educational program; specific provisions for the infusion of multicultural, nonsexist concepts into each area of the curriculum developed under the provisions of subrule 12.5(14); a **description of the in-service activities planned for all staff members on multicultural, nonsexist education**; and evidence of systematic input by men and women, minority groups, and the handicapped in developing and implementing the plan.”

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**Identified Area:** Special Education

**Required For:** General education staff

**Legal Reference:** 281 Iowa Administrative Code 41.11 (8)

**Contact Person:** AEA Special Education Staff

**“b. At least once every three years, the AEA, in conjunction with constituent school districts, shall determine, through needs assessment activities, the information and training needs of the general education staff related to the provision of appropriate special education to handicapped pupils.**

**c. The AEA in cooperation with school districts, shall plan for and conduct such priority inservice education identified through needs assessment activities.”**

## Mandated Staff Development

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**Identified Area:** Technology

**Required For:** All staff

**Legal Reference:** 281 Iowa Administrative Code 12.5 (10)

**Contact Person:** Erik Erikson  
515-281-3190

“The board shall adopt a plan for the efficient and effective use of technology in the instructional program. **The plan shall provide for the understanding and use of current technology by staff** and students and shall include a procedure to review the district’s utilization of technology as a teaching and learning tool.”

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