



# SCHOOL SYSTEM OPERATIONS PERSONNEL CERTIFICATE PROGRAM

**ANNOUNCING** a new professional learning program designed for k-12 school system operations personnel who are responsible for the day-to-day operations of school system facilities planning and maintenance, transportation, school nutrition, safety and security, technology infrastructure, etc.

We worked with a design team of educational professionals and school operations personnel from across Georgia to create relevant material for this certificate.

**PROGRAM CURRICULUM SEGMENTS** The program’s curriculum segments are taught by experienced faculty members and experts in the field of school operations.

<b>SCHOOL MISSION AND BOARD GOVERNANCE</b>	Focuses on the role of the superintendent and board of education in the overall operation of schools and system level decisions. Understanding of BOE policy as it relates to operations, as well as the mission to provide excellence with a customer service mindset.	<b>FINANCIAL MANAGEMENT</b>	Focuses on aligning operational budgets to project plans and annual priorities including the various funding sources, procurement guidance, and ongoing management of funds.
<b>PLANNING MINDSET</b>	Presents effective approaches to aligning with system strategic plans, developing operational strategic priorities, and creating cyclical and project plans.	<b>SCHOOL ENVIRONMENT AND RISK MANAGEMENT</b>	Emphasizes the importance student-centered learning environments that proactively mitigate risks and promote student and staff safety, security, and success.
<b>HUMAN RESOURCES</b>	Highlights the importance of basic HR guidelines, professional growth and important aspects of managing and leading people in the operation of schools.	<b>LEADING AND IMPACTING CHANGE</b>	Encourages an operational focus on continuous program and process improvement to maximize efficiency and promote operational excellence in the school environment.
<b>ETHICAL DECISION MAKING</b>	Emphasizes the importance of thoughtful decision-making with a focus on personal and organizational integrity.	<b>PROJECT BASED LEARNING</b>	Participants will engage in an applied project that prepares them to present a well-developed proposal. School operations personnel will identify a potential need or process improvement they would propose within the organization. Participants will research potential solutions, use data to inform a recommendation, and prepare a formal presentation for recommendation consideration.

## EDUCATING FOR SUCCESS

### Job-Embedded Professional Learning for Georgia's School System Operational Personnel will

- Enhance professional skills for non-certified operational support personnel.
- Increase understanding of state and local board policies and the process local school districts use to plan in accordance with established policies.
- Increase understanding of budgeting and internal controls within the operational functions of school districts.
- Increase understanding and proficiency of project implementation, management, and monitoring.
- Increase understanding of school district organizational structure, communication, and community partnership.
- Increase and expand knowledge and skills related to specific operational support areas (facilities planning and maintenance, transportation, school nutrition, safety and security, technology infrastructure, energy management, interagency coordination, etc).



## PROGRAM OVERVIEW

To earn a School System Operations Personnel Certificate, participants must complete the 45 program hours through a variety of instructional activities covering the program's core curriculum.

**ASSESSMENTS:** pre and post learning assessments; a communication styles inventory, and a self-awareness tool that measures seven thinking and behavioral preferences in an easy-to-understand report.

**CLASS SIZE:** a cohort of 24-30 participants

**INSTRUCTIONAL DELIVERY:** a face-to-face in-person learning experience

**RECOGNITION:** Upon successful completion of the program, participants will receive a certificate of achievement issued by the Carl Vinson Institute of Government. It is recommended that graduates be recognized by their superintendent and board of education at a school board meeting.

**COST:** \$1,175 per participant (includes self-assessment profile, communications styles inventory, all materials, and certificate)



## COLLABORATION AND PARTNERSHIPS

The Carl Vinson Institute of Government welcomes the opportunity to partner with a school system, Regional Education Service Agency or an educational professional organization to customize the program to meet the needs of your organization.

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