

Staff Training for Effective Management (STEM) Chairman (Appointed) - Duties

The STEM chairman shall:

Be appointed by the president.

Understand the Articles of Incorporation, Bylaws, and Standing Rules of the Texas Educational Support Staff Association, Inc. If possible, have served in some capacity on the STEM committee for at least one year.
Hold the CEOP certification and be an active STEM consultant.

Encouraged to attend all Executive Board meetings and general meetings of the association held during term of office.

Act as liaison between the Executive Board and the membership and shall keep the membership informed of all STEM activities.

Be responsible for coordinating the scheduling of all STEM activities with hosting organizations and at TESA sponsored events (FWC, SWC, and area workshops) and shall keep membership and central office informed of scheduled sessions.

Be responsible for coordinating, scheduling, and promoting with incoming president and incoming STEM Chairman STEM Consultant Training. At the discretion of the president, Consultant Training may be offered every other year with the possibility of additional trainings at conferences.

Work with other professional educational organizations in promoting STEM program.

Suggest long-range goals for STEM for board approval to enable TESA to fulfill the changing needs of the membership and to promote marketing

Do an annual evaluation and periodic needs assessment of the STEM program and make recommendations to the president and Executive Board.

Do an annual evaluation and needs assessment of consultants and schedule appropriate training. Update annually the list of active consultants; i.e., current TESA membership and participation in training workshops.

Maintain and update printed handouts relevant to the STEM program and supply such information to professional organizations and/or publications. (Must be submitted to Board for review and approval prior to distribution.)

Coordinate with TESA central office the financial records for all STEM training sessions and assume responsibility for working within the guidelines of the STEM budget.

Work in close cooperation with other officers and committee chairmen to promote the welfare of TESA.

Upon retiring from office, deliver within 30 days to successor files, papers and other property belonging to the Association.

Amended:

06/22/1991
07/25/2000
07/20/2001
04/12/2003
08/03/2008
11/14/2008
03/23/2009
11/12/2009
06/21/2013
08/01/2015

Staff Training for Effective Management (STEM) Committee Duties

The STEM committee shall:

Be appointed by the president and shall consist of not less than three (3) members holding CEOP certification. Consideration shall be given to experience and expertise as a STEM consultant and/or coordinator.

Recommend policies concerning all phases of the STEM program to the Executive Board for approval.

Understand the significance of current educational issues and legislative mandates that impact job performance and responsibilities.

Conduct a periodic needs assessment and update core curriculum topics as necessary (with Board approval).

Serve in advisory capacity to the President and Executive Board on matters relating to STEM. (No action will be taken without board approval.)

Schedule STEM sessions and obtain consultants for the sessions.

Prepare contracts for all consultants.

Set up STEM sessions for FWC/SWC/CT in coordination with President and Conference Chairman.

Perform other duties as assigned by the President.

Shall meet periodically as deemed necessary by the President and the STEM Chairman.

Shall be reimbursed according to the guidelines established for Executive Board travel.

Approved STEM Courses:

Required:

Basic Communication
Effective Communication
Interpersonal Communication
Managing Change
Professional Growth Plan
Profile for Success

Choice Sessions (12 hours of the following courses):

3 Hour Courses

Assertiveness Training
Customer Service
Dialogue of Diversity
Leadership Training and Team Building
Professional Image
Rules for Spelling and Proofreading
Stress Management
Telephone Skills
Time Management

6 Hour Courses

Business Grammar and Letter Writing
Assisting Difficult People

A minimum of 15 clock-hours of **self-directed** study meeting the following criteria*:

- At least 3 hours in length for total class
- In a classroom setting or online**
- Job related
- Taught by a qualified instructor
- STEM classes not taken for credit in last three (3) years
- STEM classes recently re-written

*Participants must be enrolled in the STEM program (have taken a STEM course) prior to taking classes for self-directed study credit.

****Online courses**

Online courses are eligible for self-directed study credit and certification update credit. Classes must be job related and considered eligible for credit from applicant's educational entity. Applicant must present the certificate showing completion of the class and credits awarded. STEM clock-hours will be awarded in three or six hour blocks, equaling one clock-hour per credit awarded on certificate.

Amended: 06/22/1991 04/30/2006 08/01/2015
 07/20/2001 11/12/2009
 04/12/2003 06/21/2013

Guidelines for Scheduling Level I & Level II STEM Sessions

Contact the TESA Central Office or your Area STEM Coordinator to schedule a STEM session.

All the necessary information will be obtained and a Host Contact Information Form will be completed and sent to the STEM Chairman to be disbursed to the STEM Area Coordinators.

An agreement to provide training will be initiated by the TESA central office and mailed to the Host.

STEM Fee Schedule:

LEVEL I – All hosting entities affiliated with TESA or having an organization within that is currently affiliated with TESA or holding a current Institutional membership.

Classification	6 hour sessions	Additional Participant Above 20	3 hour session	Additional Participant Above 20
Level I	\$700.00	\$35.00	\$500.00	\$25.00
(2) 3 hour sessions	Same day	Same location	*2-3 hour sessions \$750.00	\$25.00

*When two sessions are booked under one host contract at the same location and day

**Profile for Success requires a materials fee of \$20.00 per person.

LEVEL II – All hosting entities not affiliated with TESA or not having an organization within that is currently affiliated with TESA or not holding a current Institutional membership.

Level II	\$900.00	\$39.00	\$675.00	\$35.00
(2) 3 hour sessions	Same day	Same location	*2-3 hour sessions \$1,100.00	\$35.00

*When two sessions are booked under one host contract at the same location and day

**Profile for Success requires a materials fee of \$20.00 per person.

An INSTITUTIONAL MEMBERSHIP will be open to School Districts, Colleges/Universities, and Education Service Centers at a yearly fee of \$150.00. This membership classification would entitle the holder to fees at the Affiliate rate.

The STEM Area Coordinator will contact a consultant for the session, complete the Host Contract Information Form and return it to the TESA office. A Consultant contract will be initiated by the coordinator and sent to the consultant for a signature. Every effort will be made to secure a consultant in the area to conserve expenses.

The TESA central office will send the necessary materials to the Host.

When it is necessary to cancel a session that has been scheduled the Host must contact the TESA central office as soon as possible. The TESA Central Office will in turn notify the STEM Chairman. If unable to teach a class, the consultant must notify the area coordinator as soon as possible. The area coordinator will secure a new consultant and notify the TESA central office of the changes. The TESA Central Office will in turn notify the STEM Chairman.

AREA COORDINATORS:

Upon receiving a request to host, the STEM Area Coordinator will initiate a Consultant Agreement for the desired classes. The Area Coordinator will seek a consultant based on the following:

- ✓ Host request
- ✓ Location
- ✓ Availability
- ✓ Determine host's preference for securing hotel, airfare, rental car if using a non-local Consultant
- ✓ Send reimbursement voucher to Consultant prior to scheduled STEM session

Other duties:

- ✓ Work in conjunction with STEM Chairman in securing Consultants for FWC (if held)/SWC/CT
- ✓ Assist STEM Chairman with all aspects of the committee's responsibilities

After receiving Consultant Contract, the Area Coordinator shall forward it to the TESA Central Office. The TESA Central Office will prepare the HOST Contract within three (3) business days. Once the completed HOST Contract is returned, the TESA Central Office will provide a copy to the STEM Chairman.

Guidelines for STEM Consultant Training

Location/Dates:

Select location and dates for training which are easily accessible and approved by President and President-elect.

A participant fee will be charged for training.

The STEM Chairman will negotiate a hotel room block with the President's approval. The President signs all hotel contracts, if applicable, with board approval.

- ✓ TESA will not reimburse consultant for hotel accommodations, mileage, or meals.

Sessions and Consultant:

Select sessions to be taught

- ✓ Presentation Skills must be one of the offered sessions and all new consultants must attend.
- ✓ Classes must last the allotted amount of time.

Select teachers and send out contracts:

- ✓ Session taught in 1½ hours fee is \$100.00
- ✓ Session taught in three hours fee is \$150.00
- ✓ Session taught in six hours is \$300.00

Food Arrangements:

- ✓ Make food arrangements for lunch as needed.
- ✓ Evening meals may be scheduled as a group or individually.

Advertisement:

- ✓ Prepare ad for The TESA Connection
- ✓ Prepare information to be published by scheduled deadlines.

Before Training Weekend:

- ✓ Print copies of consultant guidelines to be distributed.
- ✓ Prepare certificates and sign-in-sheets.
- ✓ Make signs for sessions.
- ✓ Obtain W-9 forms for consultants to complete.
- ✓ Prepare reimbursement vouchers for Consultant Training Consultants teaching STEM sessions.

Guidelines for STEM Consultants

STEM consultants must be a member of the Texas Educational Support Staff Association, Inc.

STEM consultants must have obtained and maintained the Certified Educational Office Professional (CEOP) certificate on a yearly basis.

STEM consultants must attend a minimum of six hours of consultant training bi-annually in order to continue teaching. If they do not attend their names will be removed from the list of consultants until they attend training. A one-time exemption because of extenuating circumstances can be applied for. The TESA President and STEM Chairman will consider the request. The decision will be made and communicated to the consultant via email or letter.

STEM Consultants must train on a new class or a class that has been updated before they can teach that class.

Consultants in Training (CIT)

New consultants should check with the area coordinators for observing and team teaching opportunities. A Consultant-In-Training Evaluation Form will be initiated and forwarded to the STEM Chairman.

After being trained, at Consultant Training, all new consultants team-teach with an experienced TESA consultant of three (3) years or more to be released to teach. A CIT can only observe and team teach a specific session they have been trained on at Consultant Training. Consultants-In-Training will not receive an honorarium for observing or team teaching. All CIT's must teach at least half of the class in order to be released to teach by the experienced consultant. All release forms must be filled out by the CIT's and the Consultant with whom they trained and sent to the STEM chairman for the approval of the chairman and the TESA President. CIT's are considered experienced consultants after actively teaching STEM classes they are trained in for three years with favorable evaluations. The TESA President and the STEM Chairman will make exceptions to this rule on an individual basis.

STEM Consultants will be paid an honorarium of \$150 for teaching three hours and \$300.00 for teaching six hours. If the class size exceeds 50 participants, an additional \$50 for a three-hour class or \$100 for a six-hour class will be paid.

STEM Consultant Reimbursements

1. Consultants teaching at TESA conferences will not be reimbursed for hotel, mileage, or meals.
2. Consultants teaching at STEM Consultant Training will not be reimbursed for hotel, mileage, or meals
3. Consultants teaching STEM classes hosted by education entities will be reimbursed for travel expenses according to host educational entity guidelines.

Consultant Schedule	Payable	Class Taught	Check Written
		1 st through 15 th of month	15 th of next month
		16 th through 30 th of month	30 th of next month
This procedure allows time for billing the host and collecting funds due to TESA.			

In order to be paid for teaching a STEM session, consultants must have a consultant contract and a completed voucher.

Consultants teaching at conferences or consultant training will be paid upon completed vouchers the week following the event.

Consultants will not award credit to any participant missing 15 minutes or more of a session.

Certificates must not be distributed to participants until the end of the session.

Consultants should not contact educational entities and request to teach STEM sessions. The area coordinators are responsible for assigning consultants. There are times when an educational entity or a group requests a specific consultant and the best effort is made to honor specific requests.

Consultants may not use any STEM materials to teach personally. This is an automatic dismissal from the consultant list. All materials must be returned to TESA.

When a consultant is unable to teach a class that has been contracted, the area coordinator must be notified as soon as possible. Consultants should not attempt to find a replacement. It is the responsibility of the coordinator to find another consultant for the class.

Personal business and advertising by consultants or participants will not be allowed during any STEM session.

STEM Program Guidelines

STEM Sessions/New/Rewrite

All new/rewrite sessions must be submitted to the STEM chairman in presentation format, including consultant notes. The chairman will distribute to the STEM Committee and any experienced consultants whose expertise the committee values in the subject. Any corrections, deletions, or additions will be completed and returned to the consultant by the deadline given. The consultant will have a deadline to return the final draft, once that is received again, it is distributed as before. When it is approved it will be sent in final draft form to TESA central office for formatting. No workshop will be added to the brochure until the final draft is received and the STEM chairman is confident it meets STEM criteria and will be completed in a timely manner. The STEM chairman should give approval to write a new session or for any rewrite. The board must approve all new STEM sessions.

Fees for approved new or 50% or more STEM sessions rewrite:

\$150.00 for a three-hour session

\$300.00 for a six-hour session

Update Fees

Update of 25% to 50%

Three (3) hour session - \$75.00

Six (6) hour session - \$150.00

Update of 25% or less

Three (3) hour session - \$35.00

Six (6) hour session - \$70.00

To be billed and paid upon completion/approval

Course approval for self-directed study non-STEM courses:

Courses selected by the participant must be a minimum of three clock hours on educational related subjects taught in a classroom setting by a qualified instructor.

Online classes will be considered for credit following the posted eligibility criteria. Credits awarded on online course certificates will be assigned an hourly equivalent of one credit equaling one STEM hour. STEM hours would continue to be awarded in blocks of 3 or 6 hours.

Participants must submit Course Documentation Form with verification for each non-STEM course to be applied.

The online course certificate printed upon completion of the class along with proof of district/higher education staff development credit must be submitted. Documentation must be submitted to the TESA Central Office for approval by the STEM Chairman. If disputes or questions arise regarding course approval the TESA STEM Chairman will obtain final approval from the President.

Participation in CEOP Celebration Ceremony

All candidates completing STEM Training and having earned the distinction of Certified Educational Office Professional (CEOP) may participate in the celebration ceremonies at Fall (if held) or Summer Conferences.

Summer Conference participation requires completing coursework by May 15.

Certification Update

Certification update consists of six (6) hours of course study per year for those CEOP recipients who wish to keep their CEOP certification current. This coursework must meet the same criteria as the self-directed study listed above and coursework must be completed between August 1 and July 31 of each year to meet requirements for the current membership year. Update will begin the year following awarding of CEOP certification. The TESA Central Office will confirm by letter the member's updated CEOP certification.