



Student Requirements

Participants must:

- Obtain authorization to participate in the program from their supervisor.
- Identify a mentor who is knowledgeable in Human Resource Administration in public education. The mentor will provide instruction, resources and support for the participant in their learning. A final mentor report which details participant strengths and areas for continued professional growth is required.
- Attend and participate in the classroom sessions that are scheduled for five days in the summer HELP session and the one-day sessions in the fall and spring.
- Write a 3-5 page essay or report of personal learning reflections for each HELP Course Topic. The essays will be submitted to the HELP Coordinator online through City University. Supporting documents or artifacts will be retained by the participant.
- Earn eight City University CEU's for successful completion of the required coursework, class participation and completion of practicum components in each HELP Year.
- Upon successful completion of all three HELP years, participants will be awarded a School Human Resource Professional Certification from WSPA and 24 CEU's from City University.

Note: The fee for City University CEU's is included in the HELP registration fee.

- More confidence in HR now!
- Great ideas for onboarding!
- So much great information that reminds me why I love to work in HR
- Resources for more information/learning - note just handouts but most, if not all, presenters gave us books, links, websites, sources, etc.
- Courage is there and I can do it! There are ways and I will accomplish with confidence.
- Ideas for being more tech savvy!
- APA Writing
- Validated & built upon current skills; networking
- Perseverance
- Hey, I've got some good ideas after all!
- New ideas to take back and grow
- Knowledge and networking
- Importance of HR's role in hiring the right people
- Networking! It's okay to try new things...try and try again! Have fun!
- Improve writing skills



HELP

HUMAN RESOURCES IN EDUCATION LEADERSHIP PROGRAM



2016 Participant Take-Aways



- Bargaining
- Made some great new friends and learned sooooo much!
- So much! Great ideas to take back to my district.
- Tons of experience and networking
- Nice opportunity for networking
- Media recruitment - new friends/mentors
- Professional relationships are more important than I thought



HELP is sponsored by the **Washington School Personnel Association**. For more information go to www.wspa.net.



Professional Certification

The School Human Resources in Education Leadership Program (HELP) is a three-year program designed to meet a growing need for training of individuals engaged in Human Resource Management in public education. This program is sponsored by the Washington Schools Personnel Association (WSPA).

In each of the three years, a total of 56 hours of direct instruction and a minimum number of 90 hours of mentoring and practicum components are required. The mentor will be a person in public education who has a recognized background in human resources administration. Participants beginning the program will initiate their course of student during the summer term located at the Puget Sound Educational Service District in Renton, WA. A total of eight CEU's are earned in each HELP year through City University upon successful completion of the required coursework which is completed by the spring of the following term.

After successful completion of all three years, participants will be awarded a total of 24 CEU's through City University and School Human Resource Professional Certification (SHRP) through WSPA.



Course Description



HELP 1

Fundamentals of Human Resources in Education Leadership

This course is designed to provide introductory HR skills to support a committed, knowledgeable, and customer-oriented staff. Participants are exposed to a history of human resources, basic HR legal aspects, leadership roles, collaborative teaming, records, basic writing skills, school finance, and the recruitment, selection, and induction of district personnel.



HELP 2

Legal and Ethical Considerations for Human Resources in Education Leadership

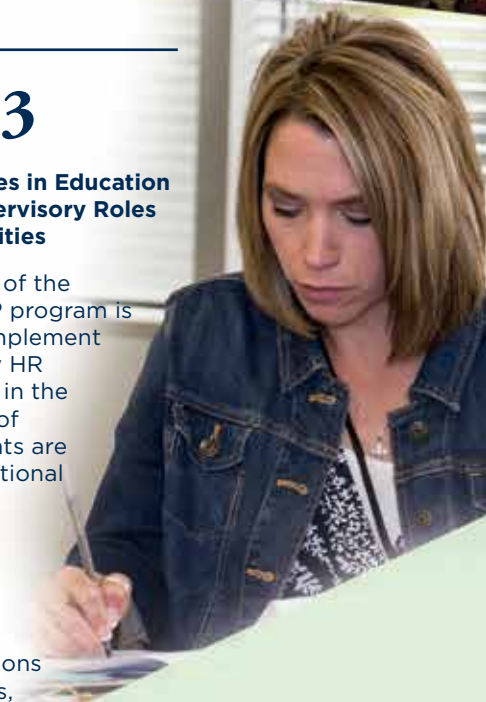
This course design complements the introductory skills developed in year one to further support a committed, knowledgeable and customer-oriented staff. Participants at this level will be exposed to addressing issues related to conflict in the workplace, due process, misconduct and investigation, grievance and arbitration, HR legal writing skills, benefits, quantitative analysis, technology, and ethical leadership.



HELP 3

Human Resources in Education Leadership Supervisory Roles and Responsibilities

The final course of the three-year HELP program is designed to complement the introductory HR skills developed in the prior two years of HELP. Participants are exposed to additional development of leadership skills, supervision and evaluation of both classified and certificated staff, labor relations and negotiations, accountability, group facilitation skills, investigative HR writing, and oral communications and presentation skills.



Grading Guidelines

- Successful completion of HELP I, II & III
- Successful participation in class
- Employer's authorization for
 - Completion of reports
 - Completion of activity log
 - Eight CityU CEU's earned each HELP year