

Approved by:

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Human resources development plan of Hristo Botev Primary School (Bulgaria)

Results-based development plan



Healthy at
school

The plan was developed as part of Activity Survey of the needs and assessment of the strengths of human resources in schools under project 2022-1-BG01-KA220-SCH-000085347 "Healthy at school. Support for the well-being and mental health of students and teachers / HAS", Erasmus+, based on current individual needs of employees

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I. Introduction:

The development plan relates to the project's aim of supporting teachers, school leaders and other teaching professions. The main topics are physical and mental health, well-being, international relations, development cooperation and social responsibility of the education commission.

Our development plan is based on the results of the structured interview, which is conducted in advance at the "Hristo Botev" Primary School in Varna, to explore the work with those working in education and to identify their needs and challenges. Interviews were conducted with fifty respondents, including teachers, administrative and other school staff. Analyzed needs include various aspects of your work environment, skills, goals and development opportunities. The interview results represent the views of the participants and provide valuable information about their perceptions of working in an educational environment. This can serve as a basis for action and decision-making aimed at improving working conditions and meeting the needs of school staff. By choosing a results-based HR development plan, we can focus on measurable results and align development efforts with goals. Rather than simply offering learning or development opportunities without clear goals, an outcome-based plan sets goals and tracks progress toward those goals. This approach can lead to increased employee engagement and well-being, better performance, and ultimately a more successful and productive organization.

The plan was developed as part of the Human Resources Needs and Strengths Assessment Activity in Schools. The complete product contains the main section: Human resources in educational organizations. Development of an interview to assess the needs and strengths of HR. Study of the needs and strengths of HR in educational organizations. Analysis of future work force needs in the organization. Human Resources Development Plan of IMS Private School (Cyprus) Human Resources Development Plan of OU "Hristo Botev" (Bulgaria) Human Resources Development Plan of WSBINOZ (Poland).

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II. Table for setting and achieving goals:

| Aims | Required skills or competencies | Required resources | Activities | Status/Key result |
|--|--|---|--|---|
| <p>Short term:</p> <p>Creating opportunities for improvement and development through training and qualifications in areas relevant to school staff</p> | <ul style="list-style-type: none"> - Digital and computer skills - Language skills - Creative freedom and flexibility -Critical thinking, listening skills. -Self-management; adaptability. -effective communication skills, including active listening, conflict resolution and assertiveness | <ul style="list-style-type: none"> - List of necessary software and tools; Access to a computer - training and development programs, workshops, seminars, conferences, online courses and mentoring programs - self-study programs - Innovation case studies -Continuous learning opportunities -self-care strategies and stress management techniques -International training and education projects | <ul style="list-style-type: none"> -training in the use of spreadsheet software (e.g. Microsoft Excel, Google Sheets) - a comprehensive language training program - Promoting a culture of creativity - cooperation exercises - training in design thinking - Cooperation with other institutions - Achievement Award -Monitoring and feedback | <p>A culture of continuous improvement and fulfillment in the workplace</p> <p>Increased efficiency in teaching</p> |
| <p>Medium term:</p> <p>Support in working with children</p> | <ul style="list-style-type: none"> - setting clear expectations - positive support | <ul style="list-style-type: none"> -strategies for managing disruptive behavior and | | <p>Overcoming the challenges of working with students</p> |

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|---|--|--|---|--|
| <p>Improving the efficiency of administrative processes</p> | <ul style="list-style-type: none"> - problem solving skills - behavior management and conflict resolution skills <p>problem solving and decision making skills</p> <ul style="list-style-type: none"> - customer service skills - technological skills - time management skills | <p>maintaining a positive learning environment</p> <ul style="list-style-type: none"> - inclusive classrooms -educational and extracurricular activities to inspire and motivate students <p>-school administration software with a module for recording calls, connecting staff and information from multiple offices, and an alert system to notify parents of recent events</p> <ul style="list-style-type: none"> -HR software -Intranet | <ul style="list-style-type: none"> -developing a strong relationship between school staff and parents - training to help school staff understand and respond to children's needs - conducting a seminar or training aimed at developing teaching skills - introduction of digital forms and automation of processes - automation of the work process -training on appropriate software or tools | <p>Better time management and working conditions</p> <p>Optimization of administrative processes</p> |
| <p>Long term:</p> <p>Salary increase for school staff</p> | <ul style="list-style-type: none"> -flexibility -positive attitude - transparent communication -ability to rotate - financial knowledge and budgeting skills | <ul style="list-style-type: none"> - performance-based incentives - opportunities for extracurricular activities and projects -opportunities for promotions, leadership training and mentoring programs | <ul style="list-style-type: none"> - establishing clear salary indicators that are competitive with other schools in the region | <p>Retaining high performing staff</p> |

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|---------------------------------------|--|--|--|---|
| <p>Improvement of the school base</p> | <ul style="list-style-type: none"> - cooperation - patience - financial knowledge and budgeting skills -Management skills - optimization skills | <ul style="list-style-type: none"> - Package of social benefits - benchmarking analysis of rewards - gradual increases <p>-plan with a clear schedule and budget to address identified needs</p> <ul style="list-style-type: none"> -donations, sponsorships, international and national fund programs | <ul style="list-style-type: none"> - developing a bonus system - creation of an annual evaluation system <ul style="list-style-type: none"> - providing sufficient resources and equipment that are necessary for quality teaching and learning and student development -training for effective use of new material resources and equipment | <p>Better working and learning environment;</p> <p>New opportunities to innovate and enroll more students</p> |
|---------------------------------------|--|--|--|---|

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III. Deep dive into implementation strategies and activities

1. Short-term goals

Creating opportunities for improvement and development through training and qualifications in areas relevant to school staff

To provide opportunities for improvement and development through training and qualifications in areas relevant to school staff. This includes training in digital and computer technologies, languages and creative activities.

1.1. Digital and computer skills

To realize the full potential that technology can bring to education, teachers must learn how to handle it and integrate it into their daily pedagogical practice. This means that teachers not only need to know how to use technology appropriately, but they need to see it as a tool to advance their pedagogy and be able to make sound decisions about when and how to use it to increase achievement to the students.

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The skills will improve the effectiveness of teaching and learning through the use of digital and computing technologies; innovation and creativity among school staff will be developed; teaching and learning will become more engaging and interactive, equal opportunities will be ensured for all school staff, regardless of their previous exposure to digital and computing technologies.

For a good foundation in the field, staff needs:

- **Basic computer skills:** Start by providing basic training in computer skills such as navigating operating systems, using productivity software (eg Microsoft Office) and managing files and folders. This will help staff members feel comfortable using computers in their daily tasks.
- **Digital communication tools:** Familiarize staff members with various digital communication tools such as video conferencing platforms (e.g. Zoom, Microsoft Teams), instant messaging applications (e.g. Slack, Microsoft Teams) and collaborative workspaces (e.g. Google Drive, Microsoft OneDrive). Provide hands-on training on how to effectively use these communication and collaboration tools.
- **Cybersecurity Awareness:** Educate staff members on cybersecurity risks and best practices. Train them to identify and avoid common threats such as phishing emails, malware and unauthorized access to sensitive information. Teach them how to create strong passwords and use encryption tools to protect data.
- **Online teaching and learning platforms:** If your school uses online teaching and learning platforms, provide training on how to use these platforms effectively. Train staff members in features such as creating and managing virtual classrooms, sharing resources, conducting online assessments, and providing feedback to students.

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- **Digital Content Creation:** Train staff members on how to create engaging digital content such as presentations, videos and interactive learning materials. Train them on tools and software such as PowerPoint, video editing software, and eLearning creation tools.
- **Data Analysis and Reporting:** Provide training in the use of spreadsheet software (eg Microsoft Excel, Google Sheets) for data analysis and reporting. Teach staff members how to enter, organize, analyze, and present data using formulas, functions, and charts.
- **Online safety and digital citizenship:** Educate staff members on the importance of online safety and responsible use of digital technology. Teach them about cyberbullying, online privacy and digital footprinting. Provide guidance on how to teach digital citizenship to students.
- **Online Classroom Management:** Train teachers in effective online classroom management techniques. Teach them how to engage students, facilitate discussions, and provide support in an online learning environment. Provide strategies for dealing with technical issues and ensuring a productive virtual classroom.
- **Ongoing support and resources:** Offer ongoing support to staff members through a help desk or IT support team. Provide access to resources such as tutorials, user guides, and online forums where employees can seek help and share best practices.

There's a misconception that integrating technology into the classroom can be a financial burden for schools, but students and staff don't necessarily need their own tablets or laptops. Using technology during whole-class instruction can promote student engagement for auditory and visual learners. Integrating simple technologies such as PowerPoint, games, internet homework or online assessment systems can contribute to development.

Useful software and applications for teachers to familiarize themselves with for professional development and innovative, interactive teaching:

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- PowerPoint and games

PowerPoint presentations can be used to introduce a concept to the classroom while providing an opportunity for engagement. Along with using graphics and bulleted information, links to videos that accompany the ideas presented in PowerPoint can be embedded in the slides.

Educational classroom applications such as Kahoot can be used to review information after a lesson or module. Teachers can create and share Kahoots with each other, while students can create anonymous usernames to participate in the game. This allows for whole class participation from students who are normally reluctant to participate in class. Kahoot is available to play on phones or computers, and teachers can determine whether they want students to work independently or be assigned to teams.

- Internet homework

Posting homework online (via learning platforms like Blackboard, Brightspace, and Moodle) is one way many teachers can begin to integrate technology into the classroom. Assignments are easily accessible, which can increase student engagement and help them become more organized.

- Online grading systems

Communication is a key element in education that helps teachers, administrators, parents, and students recognize student strengths and areas for improvement. Online grading systems like PowerSchool open and facilitate lines of communication where teachers can post grades, analyze student attendance patterns, and manage transcript data.

- Tablets for the classroom

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For classrooms fortunate enough to have tablets for students, technology can allow teachers to implement differentiation during instruction. Students can work at their own pace during assignments, and teachers have the opportunity for individualized instruction.

- Canva to create custom worksheets and homework

Canva is a free, no-code design tool that can be used as a spreadsheet creation program. Canva offers a range of resources designed specifically for teachers, including sample lesson plans, worksheets, homework assignments and quizzes. To get free access to these tools and templates, all you have to do is sign up for Canva for Educators using your school email address.

Whether you start with a template or create your own, creating custom worksheets is easy with Canva's easy-to-use drag-and-drop style editor. Add text boxes, images, charts and more, all with a few clicks.

Canva integrates with many other digital learning tools. Connect with Wizer to add interactive content to your digital worksheets or integrate with your LMS of choice to keep all your resources accessible and organized.

<https://www.canva.com/> [1]

- Classcraft to gamify lessons

Classcraft is a classroom management tool built by teachers for teachers. The concept is simple and brilliant: encourage students to excel in the classroom using the motivational principles of games.

It's an idea that works, especially for elementary and middle school teachers working online or in hybrid learning environments. After East Paulding Middle School started using Classcraft, they saw an 80% drop in discipline referrals and a major boost in student engagement. In Classcraft, students progress through their lessons as if they were completing a mission in a video game. They can collect coins, EXP and gems for completing tasks or

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demonstrating excellent behavior. The better they do in school, the more features they unlock in the game, such as developing unique avatars or gaining access to special side missions.

Elementary school students love games like Roblox or Minecraft. With Classcraft, you can harness that interest and use it to motivate them to learn.

<https://www.classcraft.com/> [2]

- Learnidy to plan teacher-designed lessons

Learnidy is another teacher software made by teachers, for teachers. This lesson planning and sharing tool is still in beta development, which means you can sign up for a free trial without paying.

Learnidy's mission is to give educators the tools they need to create engaging lesson plans from anywhere and share those plans with a social network of fellow teachers. This lesson planning tool comes with a solid selection of ready-made templates, built-in learning management and facilitation tools, and built-in powerful data analysis.

Learnidy prioritizes active learning in the classroom. Their lesson templates help teachers teach classes that are coherent, active, focused, and clear so that students stay engaged and connected to the material.

Teachers know what tools they really need. This is what makes Learnidy so unique: it's not just another LMS or SIS tool. It is software that is actively developed by the people who intend to use it.

<https://learnidy.com/> [3]

- WeTransfer for sharing large files

WeTransfer isn't specifically designed for educators, but that doesn't make it any less valuable as teaching software. For sharing large documents and files, WeTransfer is hard to beat.

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With countless homework assignments, class materials, and reports to keep track of, teachers need file sharing software that can handle it all. WeTransfer is just the thing. This is especially useful for teachers who want to share materials with each other, such as lesson plans or activity sheets. It's also great for teachers who want to share student work with their parents in preparation for a PTA meeting.

<https://wetransfer.com/> [4]

- Listserv

Software such as Listserv allows parents to manage and organize their emails. Parents can receive updates from teachers on important announcements, newsletters and discussions that keep frequent lines of communication open.

[How to integrate technology into the classroom | Drexel University](#) [5]

1.2 Proficiency in English

By implementing a comprehensive English language training program for school staff, you will improve their foreign language skills by supporting participation in various international platforms, workshops, seminars, good practice exchange programs and continuous learning activities. Therefore, expanding their opportunities for professional development.

Required activities:

- Language proficiency assessment: Begin by assessing the language proficiency of school staff through tests or interviews. This will help identify areas where they need improvement and adapt the training program accordingly.
- Workshops: Run workshops aimed at improving the specific language skills required for school staff roles. This may include sessions on grammar, vocabulary, pronunciation, listening comprehension, speaking, reading and

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writing. Use a combination of interactive activities, exercises and discussions to make the workshops engaging and practical.

- **Immersion programs:** Consider organizing language immersion programs where staff members can spend a period of time in an environment where the target language is spoken. This can be done by organizing language exchange programs with partner schools or inviting native speakers to work closely with staff members.
- **Conversational practice:** Organize regular conversational practice sessions where employees can practice speaking the target language with their colleagues or language teachers. Encourage them to participate in discussions, role-plays and real-life scenarios to build their confidence and fluency.
- **Language materials and resources:** Provide staff members with language learning materials and resources such as textbooks, online courses, language learning apps and podcasts. Encourage them to practice their language skills outside of the training sessions and provide support and guidance on how to use these resources most effectively.
- **Language learning communities:** Foster a language learning community within the school by encouraging staff members to form language practice groups or language clubs. This can create a conducive environment for continuous language learning and provide opportunities for staff members to practice together.
- **Regular assessments and feedback:** Continuously assess the language progress of staff members through tests and conversations. Provide regular feedback on their strengths and areas for improvement. Encourage them to set language learning goals and monitor their progress over time.
- **Professional Development Opportunities:** Provide opportunities for staff members to attend language-related conferences, seminars, webinars, or workshops. This can introduce them to the latest language teaching methodologies, resources and research and help them stay informed about best practices in language learning.

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- Recognition and awards: Celebrate the achievements, certifications and progress of staff members in their language learning journey. Recognize and reward the efforts and improvements made by individuals or teams. This can motivate staff members to continue investing in their language development.
- Types of certificates and self-assessment

1.3 Creative freedom and flexibility

Necessary conditions for creating a suitable environment:

- Flexibility in the extracurricular schedule:

School staff will have the flexibility to work remotely or around their preferred time while meeting organizational goals and deadlines. According to the field of teaching, teachers have the freedom to create extracurricular activities for students.

- Foster a culture of creativity:

A culture of creativity will be encouraged where employees are given opportunities to take risks, think outside the box and come up with innovative ideas.

- Empowering employees:

Staff will be empowered with the necessary tools and resources to achieve their goals and objectives, such as training opportunities, professional development and access to support tools.

- Collaborative culture:

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A collaborative approach will be encouraged where teamwork, communication and partnership are encouraged for better collaboration between staff and departments.

- Mentoring program:

A mentoring program will be established to provide opportunities for employees to learn from experienced and senior employees, receive mentoring and training to promote growth and development.

- Employee engagement:

To promote employee engagement, regular feedback and communication systems will be established to understand and assess employee needs and review their roles and responsibilities.

Activities to achieve the goals:

- Creative Workshops: Conduct workshops that focus on developing creative thinking skills. Provide techniques and tools to help staff members generate innovative ideas and think outside the box.
- Brainstorming sessions: Organize regular brainstorming sessions where staff members come together to discuss and explore creative solutions to various challenges or problems they face.
- Collaboration exercises: Implement team building activities and exercises that encourage collaboration and teamwork. This can foster a creative and supportive environment where staff members can bounce ideas off each other and work together to come up with innovative solutions.

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- **Design Thinking Training:** Introduce staff members to the principles of Design Thinking, a problem-solving approach that puts users' needs first. Teach them how to empathize, define, ideate, prototype and test creative solutions.
- **Innovation Case Studies:** Share case studies and success stories of schools or organizations that have implemented innovative practices. Analyze these examples to understand the strategies and processes used to foster creativity and innovation.
- **Guest Speakers:** Invite guest speakers from various fields to share their experiences and insights on creativity and innovation. This can help staff members gain new perspectives and inspire them to think differently.
- **Continuous learning opportunities:** Encourage staff members to engage in continuous learning by providing access to online courses, webinars and conferences related to creativity and innovation. Create a culture of learning and provide incentives for staff members to continue their education in these areas.
- **Feedback and reflection:** Include feedback and reflection sessions in the training program. Encourage staff members to reflect on their own creative process and provide feedback to colleagues. This can help them gain insights and hone their creative thinking skills.

Remember that creativity is a skill that can be developed and with the right training and support, school staff can improve their creative thinking abilities and contribute to a more innovative school environment.

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1.4 Professional and personal development

By implementing a comprehensive professional development training program, school staff will be equipped with the skills and knowledge necessary to excel in their roles, promote student success, and contribute to a positive and supportive school culture.

By implementing a self-development learning program, school staff will be equipped with the necessary skills and strategies to enhance their personal and professional growth, leading to improved job satisfaction, achievement and overall well-being.

Strategy:

1. Create a supportive environment: School administration should create a supportive environment that encourages staff to participate in professional development opportunities. This can be accomplished by offering flexible schedules, funding professional development programs, and recognizing the efforts of staff members who participate in such programs.
2. Offer training and development programs: The school administration should offer a variety of training and development programs that are in line with the goals and objectives of the school. This can include workshops, seminars, conferences, online courses and mentoring programs.
3. Collaboration with other institutions: The school may collaborate with other institutions and organizations to offer professional development opportunities not available internally. This may include partnering with local universities, professional associations and industry experts.

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4. Set clear expectations: School administration should set clear expectations for staff members regarding the importance of professional development and self-improvement. This could include professional development goals in performance appraisals or encouraging regular assessments of personal and professional growth.
5. Encourage self-assessment: Staff should be encouraged to regularly reflect on their skills, strengths and weaknesses. This would help them identify areas for improvement and seek professional development opportunities that would help them grow.
6. Reward Achievement: Reward staff members who have participated in professional development activities and achieved noticeable improvements in their skills or performance. This could include recognition in newsletters or other communication channels or even bonuses or promotions.
8. Continually improve the plan: School administration should continually reevaluate the plan and seek feedback from staff members to make improvements. This can help ensure that the plan is effective in supporting the professional growth of staff members.

To achieve the goal, you need:

- Effective Communication: Train school staff in effective communication skills, including active listening, conflict resolution, and assertiveness. Provide techniques for communicating with students, parents and colleagues in a clear, respectful and professional manner.
- Classroom Management: Provide training in effective classroom management techniques, such as establishing routines, setting boundaries, and managing behavior. Suggest strategies for creating a positive and engaging learning environment.

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- **Assessment and feedback:** Provide training in assessment methods and techniques, including formative and summative assessments. Teach staff members how to provide constructive feedback.
- **Special Education and Inclusion:** Offer training on special education laws, inclusion practices, and strategies to support students with special needs. Provide information about Individualized Education Programs (IEPs) and accommodations for students with disabilities.
- **Cultural Competence:** Provide training on cultural competence and diversity awareness. Propose strategies for creating an inclusive and culturally responsive learning environment, and for understanding and addressing the unique needs of diverse student populations.
- **Professional growth and development:** Encourage staff members to participate in ongoing professional development and provide resources for their continued growth. Offer opportunities to attend conferences, seminars and webinars, as well as access educational literature and online learning platforms.
- **Wellbeing and self-care:** Recognizing the importance of staff wellbeing and providing training in self-care strategies and stress management techniques. Offer resources and support to maintain a healthy work-life balance.
- **Promote work-life balance among staff members through training in time management strategies, boundary setting, and self-care.** Provide resources and support to maintain a healthy balance between work responsibilities and personal well-being.
- **Cooperation and teamwork:** Foster a culture of cooperation and teamwork among school staff. Provide training in effective collaboration strategies, team building activities, and conflict resolution techniques.

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- **Emotional Intelligence:** Provide training in emotional intelligence, including self-awareness, self-regulation, empathy and social skills. Help staff members develop their emotional intelligence to better understand and manage their emotions and relationships with others.
- **Self-Evaluation and Growth:** Encourage staff members to provide objective self-evaluation and exercise continuous personal and professional growth. Provide resources and training for self-assessment, goal setting and development plans

2. Medium-term goals

2.1 Support in working with children

- Assisting school staff in dealing with behavioral challenges by providing support and training in behavior management and conflict management.

Behavioral challenges among students are becoming more common in schools. These challenges can lead to class disruptions, affect academic achievement, and contribute to school dropout rates. As a result, it is essential to provide school staff with the necessary support and training to effectively address these challenges. This human resource plan outlines the training needed to assist school staff in managing student behavioral challenges.

A plan to effectively manage behavioral challenges:

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1. Understand the root causes of student behavioral challenges
2. Acquisition of behavior management and conflict resolution skills
3. Learn techniques for preventing and resolving conflict between students
4. Improve communication and interpersonal skills
5. Develop strategies to support student success

Training components:

The following training components will be included in the program:

- **Understanding the Root Causes of Student Behavioral Challenges:** This component will cover understanding the various factors behind student behavioral problems such as individual and environmental factors.
- **Training in behavior management and conflict resolution skills:** School staff will learn strategies to de-escalate behavioral situations, develop positive behavior management techniques and conflict resolution strategies.
- **Student Conflict Prevention and Resolution:** School staff will be trained in techniques to help students manage conflict among themselves, prevent conflict, and teach students to resolve conflict when it occurs.
- **Communication and Interpersonal Skills:** School staff will learn communication skills to address behavioral problems, develop active listening techniques, and build positive interpersonal relationships with students.
- **Strategies to Support Student Success:** This component will help school personnel develop strategies to support students experiencing behavioral difficulties to improve achievement and success, academic, social, and emotional outcomes.

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Method:

The training program will be delivered in a variety of formats, including face-to-face, e-learning and workshop settings. Online modules will be available to school staff and face-to-face training will take place during teacher training days.

Conclusion:

Addressing behavioral challenges among students is critical to creating a conducive learning environment. This training program aims to prepare school personnel with skills and strategies to effectively address behavioral challenges. By providing holistic learning, a supportive environment is created creating positive outcomes for students, staff and the wider school community.

2.2 Training needed by teachers:

- Train staff in positive direction techniques

First, you need to teach staff members what guidance is. Guidelines are how staff members help children understand what it means to be a member of your community. This is how they help children learn expectations for behavior in different settings. This means helping children learn from their mistakes and make positive choices.

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You should also teach staff members what guidance is not. It is not a punishment. It's not about control or making children afraid of adults. It's about getting to know the children and creating the best physical and social environment in which they can learn.

There are various positive guidance techniques that you should teach staff members. All techniques work best in the context of a strong relationship with each child. The following list of techniques is adapted from the Massachusetts School-Age Coalition and expands on early childhood work by Hearron and Hildebrand (2013). Make sure you train staff members in the following techniques and implement them in your program:

- **Appropriate expectations for children's behavior:** Rules, expectations, or guidelines help create a positive social climate in your program. All staff and management in your program can work together to develop expectations. Alternatively, staff members can involve children in developing rules and expectations. Limit the rules or expectations to a few key ideas that are broadly applicable. It's easier to remember a few rules like "Respect each other" or "Be a responsible citizen".
- **Managing space, time, and energy:** Adults arrange and rearrange physical space and the schedule of the day to meet children's needs. A common example is moving furniture to remove a large open space that children used to run around. Another example is providing lots of activity choices so waiting time is minimized or used productively. Teach staff to look first at their environment (physical and temporal) when a child has a problem in the setting. Help them see how the organization of space or time affects the decisions children make.
- **Experiences that engage the child:** Curriculum programming is at the heart of everything you do in your program. If children are bored, overstimulated, or disinterested, they will exhibit challenging behavior. Busy learners don't have time for challenging behavior! Teach staff members how to use your curriculum or programming and monitor regularly to ensure they are using the materials effectively and well.

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- **Maximizing Relationships:** Guidelines are based on relationships. Strategies develop as you and staff members get to know, observe and listen to the children. It is based on finding the positive qualities of each child and recognizing them. Make sure staff members spend 'neutral' time with children, just listening, playing and enjoying time together.
- **Expressing feelings:** Adults who help children express their feelings foster empathy. A staff member might say, “I can tell you're sad about what just happened between you and Therese. Do you want me to help you talk to Therese about this?” Adults should also be honest and express their own feelings. A staff member might say, “I'm feeling a little frustrated that I can't get this computer program to work. I will go find someone who can help us. You might say to a staff member, “I'm really disappointed that we didn't get the new playground equipment. We will try again next time.”
- **Notice and recognize positive behavior:** An important part of positive guidance is encouragement. We notice and describe achievements or positive behavior. A staff member might say, "Jonah, I bet you're really proud of yourself for solving this problem..." or "I noticed you let Sonya have the computer." She really appreciated that. Thank you." Teach them how to stop and notice all the positive behaviors that occur each day. Provide positive feedback to staff members when they encourage a child.
- **Provide brief, clear directions:** Staff members use a natural tone of voice and make eye contact. They check to make sure the children have understood. Teach staff members to tell children what to do instead of what not to do.
- **Provide choice:** Whenever possible, staff offer children choice. This promotes independence and self-regulation. It also minimizes challenging behavior. Whenever the staff have to say "No", you can suggest that they come up with two acceptable choices for the children. For example, they might say, “You can't run here. However, you can go Zumba at the gym or you can join Ms. Stephanie outside.

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- Redirecting children to appropriate behavior: When challenging behavior occurs, adults need to know how to get the child back on track. "No," "stop," and "don't" help a child understand what to do a little. An example of positive redirection is "Keep the scissors in the sewing area" or "Walk down the hall."
- Facilitate social problem solving: Staff members help children to understand what to do when they have a problem. They help them learn to recognize their problem, come up with solutions, make a decision and try it out. Educate staff members about the resources available to help them do this job.

Example development activity in the direction of:

Role-play with staff members. During team meetings, ask staff members to practice responding to behavior that is challenging. Designate one staff member to be the 'teacher' and one or two others to be the 'kids'. Give children specific behaviors to engage in (whining, ignoring, aggression, etc.). It can be instructive to ask staff members to act the 'wrong way' to answer first. This allows them to explore the range of responses and shows you what they know about appropriate and inappropriate responses. Learn how this felt for "the child" and what impact it had on behavior. Then get them to talk about what they could do instead. Have them act out a positive, appropriate response.

Discuss scenarios. Print a few of the scenarios from the tables above and read them to staff members. Play a game of "What would you do if..." Ask them to talk about what they would do if they saw a colleague using one of the unacceptable practices.

Arrange observation hours for new staff members in excellent classrooms or programs. Assign new staff members to write how the senior staff member responds to challenging behavior. Discuss the observation together.

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Allow staff members to take responsibilities lightly. Stay close as new staff members begin working in the classrooms. Observe and provide feedback on the staff member's interactions with the children. Model how to guide children's behavior when appropriate. Talk to the staff member afterwards about what you did.

Recognize staff members who have handled their stress well. Praise someone for asking for a break or stepping back from a stressful situation. Always respond when a staff member needs your help.

([Helping staff respond to challenging behavior | Virtual Lab School](#)) [6]

By implementing a comprehensive curriculum that focuses on child support and development, school staff will be better equipped to meet the diverse needs of students and create a positive and nurturing learning environment.

2.3 Training ideas:

- **Understanding Child Development:** Provide training on the various stages of child development, including physical, cognitive, emotional and social development. Focus is on how to support and nurture children's growth in each of these areas.
- **Promote positive discipline -** Train staff members in positive discipline strategies that promote a safe and respectful learning environment. Teach them techniques such as active listening, setting clear expectations, using positive reinforcement, and encouraging problem-solving skills.
- **Building relationships with students:** Provide training in building positive and supportive relationships with students. Emphasize the importance of empathy, active listening, and effective communication in developing strong relationships with children.

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- **Creating inclusive classrooms:** Train staff members to create inclusive and equitable classrooms that celebrate diversity. Provide strategies to accommodate different learning styles, cultures and abilities. Train staff members in techniques to create an environment where all students feel valued and included.
- **Supporting students' emotional well-being:** Train staff members to recognize and address students' emotional needs. Provide techniques for managing emotions, stress and anxiety. Teach staff members how to provide appropriate emotional support and referral resources when needed.
- **Collaboration with parents:** Provide training on effective communication and collaboration with parents. Teach staff members how to engage parents in their children's education, address concerns, and establish open lines of communication.
- **Identifying and supporting special needs:** Train staff members on how to identify students with special needs and develop strategies to support their learning. Provide information about relevant laws, accommodations, and resources available to assist students with disabilities or learning differences.
- **Classroom Management Techniques:** Teach staff members of the effective classroom management techniques, such as establishing routines, setting clear expectations, and implementing strategies to reinforce positive behavior. Provide strategies for managing disruptive behavior and maintaining a positive learning environment.
- **Educational Technology Integration:** Provide training on incorporating educational technology tools and resources into the classroom. Train staff members on how to use technology to enhance learning, engage students and support their learning needs.
- **Continuing Professional Development:** Encourage staff members to engage in continuing professional development by attending conferences, seminars, and webinars related to child development and effective teaching practices. Provide resources and support for continuing education.

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- Building a system for motivating and supporting students, which will stimulate their interest and desire to learn. Provide a variety of educational and extracurricular activities to inspire and motivate them.

The system is built as follows:

- 1) Define the goals: The first step is to have a clear idea of what you are trying to achieve. Determine your goals and objectives for the student motivation and support system, such as increasing student retention, improving academic achievement, or career preparation.
- 2) Create an inclusive culture: The motivation and support system should create an inclusive culture where all students feel valued and supported. This may include creating opportunities for student leadership, organizing student-led events, and promoting diversity and inclusion.
- 3) Provide resources: Students often need access to resources to succeed academically and personally. Resources such as academic tutors, career services, financial aid, counseling and health services should be available and accessible to students.
- 4) Encourage student involvement: Encouraging student involvement in extracurricular activities, clubs, and organizations can increase motivation and engagement. The system should also actively seek feedback from students and incorporate their suggestions for improvement.
- 5) Recognize achievements: Recognizing student achievements and providing praise and feedback can be an effective way to increase motivation and confidence. Awards, certificates and scholarships can be used to reward students for their hard work.

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- 6) Offer Mentoring: Mentoring can be a powerful motivator for students, especially those who are first generation or come from low-income backgrounds. Connecting students with faculty or peer mentors can provide guidance, support, and connections to career opportunities.
- 7) Use technology: Using technology can be an effective way to provide support and motivation to students. For example, using a mobile app to track homework or sending motivational messages via email or social media.
- 8) Measure success: Finally, it is important to measure the success of the motivation and support system. Regularly review data such as student retention rates, GPAs, and student satisfaction surveys to track progress and make adjustments as needed.

The role of human resources in educational institutions is of utmost importance as it provides a productive and creative environment for students and teachers. An appropriate human resource plan for educational and extracurricular activities is needed to inspire, motivate, and engage students in the learning process outside of traditional classroom settings.

2.4 Action plan:

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- 1) Identify extracurricular activities: The HR team should collaborate with teachers, students and parents to identify new extracurricular activities that the school can offer. The team must ensure that activities are consistent with the educational goals of the school and are designed to serve students with diverse interests and abilities.
- 2) Develop a budget: The HR team should develop a budget for each activity, taking into account the required resources, equipment and facilities. The budget should also take into account the accessibility of these activities to students.
- 3) Recruitment of volunteers: The HR team should recruit volunteers, including teachers and parents, to assist with extracurricular activities. Volunteers can contribute a variety of skills and experiences, enabling the school to offer high quality, unique programs.
- 4) Promotion of Activities: Effective promotion of extracurricular activities is essential to encourage student participation. The HR team should use various media channels such as social media, posters and school newsletters to promote these activities. In addition, collaboration with local media such as newspapers and TV channels can increase the visibility and reach of extracurricular activities.
- 5) Evaluate effectiveness: The HR team should constantly evaluate the effectiveness of extracurricular activities by tracking student engagement and participation levels. Such evaluations will help the team to refine the programs and better align them with the school's goals.

Conclusion:

A human plan for educational and extracurricular activities is an essential ingredient in creating an enjoyable and engaging learning environment. By implementing this plan, schools can inspire and motivate students to reach their full potential and promote positive values, attitudes and personal growth.

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- Develop a strong relationship between school staff and parents by encouraging open communication, regular meetings and collaboration to achieve common goals.

Step 1: Communication plan

Develop a communication plan that outlines how and when school staff will communicate with parents. Establish meeting times, newsletters, web updates, and other methods that will be used to keep parents informed of school activities, issues, and their child's progress. Encourage open communication by providing multiple ways for parents to contact the school and support staff to respond promptly and effectively

Step 2: Parent meetings

Create an effective parent-teacher conference program that allows parents to meet with their child's teacher and discuss their child's academic progress and social development. Encourage the involvement of all parents and allow ample time to discuss parent concerns and ways to support student growth.

Step 3: Parent Volunteer Program

Create a formal parent volunteer program that provides opportunities for parents to participate in school activities and events. By encouraging parents to be active participants in their child's education, the school will have a better understanding of the family's needs and be able to support them more effectively.

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Step 4: Parent training programs

Provide ongoing parent education programs that cover academic, social-emotional, and health topics. By providing parents with information and resources, they will be better equipped to support their child's growth and development.

Step 5: Celebrate achievements

Recognize the achievements of both students and parents. Recognize the contribution and hard work of parents at school events and honor their contribution to their child's academic and social development.

By implementing a comprehensive HR plan that focuses on communication, open dialogue and parent involvement, schools can develop strong relationships with parents and create a supportive learning community that benefits all students.

2.5 Improving the efficiency of administrative processes

Step 1: Identify current challenges

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The first step in improving administrative processes is to identify the current challenges facing school staff. This can be done through a survey, focus group discussion or by gathering feedback from staff. Based on our research, some of the main challenges facing school staff include:

- Time consuming documentation
- Poor communication between staff members
- Limited access to information
- Manual processes that are prone to errors

Step 2: Determine the desired results

Once the challenges are identified, the next step is to define the desired outcomes. These results must be specific, measurable, achievable, relevant and time-bound. Some of the desired outcomes we aim to achieve are:

- Streamlining administrative processes to free up staff time
- Ensure effective communication between staff members
- Improving access to information through automation and digitization
- Reduction of errors and inconsistency in processes

Step 3: Develop an action plan

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The next step is to develop an action plan that outlines the specific steps needed to achieve the desired results. Here are some recommendations:

- Reduce paperwork

Introducing digital forms and automating processes can significantly reduce paperwork, save time and reduce errors.

- Implement an intranet

An intranet is a private network that can be used to share information between staff members. This would be a useful tool to ensure that all staff members are up to date with any new information and changes to procedures.

- Use HR software

HR software can be used to manage employee records, manage payroll and communicate with staff members.

- Implement collaboration tools

Collaboration tools such as online whiteboards and project management software can be used to improve communication between staff members and help manage tasks and projects.

- Provide staff training

It is essential to provide training to staff members on new processes and tools, and how effectively to use them.

Step 4: Implementation and monitoring of the plan

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The final step is to implement the HR plan and monitor its effectiveness. It is essential to gather feedback from staff members on the effectiveness of the plan and make adjustments as needed. With careful implementation, we believe that this HR plan can significantly improve the efficiency of administrative processes for school personnel.

Required skills:

- A. **Process Mapping and Analysis:** Teach staff members how to map and analyze administrative processes for efficiency. Provide training on tools and techniques such as flowcharts, path diagrams, and value stream mapping.
- B. **Workflow Automation:** Train staff members to use technology to automate routine administrative tasks. Teach them how to identify processes that can be automated and provide training on appropriate software or tools.
- C. **Streamlining Communication Channels:** Provide training on effective communication strategies for administrative processes. This may include learning to use appropriate communication channels, improving email etiquette, and using collaboration platforms for effective communication.
- D. **Time Management:** Offer training in time management techniques for administrative staff. Teach them strategies for prioritizing tasks, setting goals, and effectively managing their workload.
- E. **Data Management and Analysis:** Provide training on administrative data management and analysis. Teach staff members how to organize and analyze data using spreadsheet software and tools. Provide training on data visualization techniques for effective reporting.
- F. **Problem Solving and Decision Making:** Train staff members in problem solving and decision making techniques for administrative processes. Provide training to identify problems, analyze root causes and develop effective solutions.

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- G. **Customer Service Skills:** Offer customer service skills training for administrative staff. Teach them techniques to handle inquiries, resolve issues and provide excellent customer service to students, parents and staff.
- H. **Continuous Improvement:** Train staff members in the concept of continuous improvement and its application in administrative processes. Provide training in process improvement methodologies such as Lean or Six Sigma.
- I. **Technology Skills:** Offer relevant technology skills training for administrative staff. This may include software application training, database management and basic IT troubleshooting.
- J. **Documentation and Record Keeping:** Provide training on effective documentation and record keeping practices. Train staff members on how to maintain accurate and organized records and ensure compliance with legal requirements.

By providing a comprehensive training program focused on improving the efficiency of administrative processes, school staff will be equipped with the skills and knowledge needed to streamline workflows, reduce errors and improve overall productivity in their administrative roles.

2.6 Helpful Hints:

- Have better communication

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From parent-student interaction in the classroom to having an effective feedback, system for students, staff, and parents, communication plays a huge role in shaping your school's policies and procedures. In other words, having an effective communication system is extremely important for creating a positive environment as well as for creating good school administration. You should make sure that the school administration software has a call-recording module, connecting staff and information from multiple offices, and an alert system to notify parents of recent events.

- Clear backlogs

These piles of paperwork can be anything from overloaded email inboxes, accounts, school repairs and maintenance. They could have a disastrous effect on the school in long term, if not acted upon in time. From now on, it is important to keep track of all pending action items. Prioritizing tasks and setting automated deadline alerts is a good way to create high visibility in school administration management.

- Watch your bills

Budgeting and finances are paramount in running a school. For operating expenses, fee collection, staff salaries, maintenance costs and other miscellaneous income and expenses, the school administration must account for all money coming in and how it is spent. For example, the better you control your finances, the easier your administration will be. You can look at these five important reports to identify the most common problems of your finances, and the way to manage them effectively. This means that school management software helps in managing school financial accounts effectively.

- Create custom dashboards

To see all these commonly used reports, metrics, dimensions and lists, it is very useful to create executables and dashboards for quick access. This saves time and energy in long run as well, making the whole system more

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efficient. For example, you can create a custom dashboard to view the list of students who have not paid their fee for the last term so that you can contact their parents and alert them immediately. This customized school management system dashboard provides a view of school updates at a glance.

(<https://www.smartschoolerp.com/blog/6-school-administration-tips-you-havent-tried-before>) [7]

3. Long-term goals

3.1 Increase in school staff salaries

Providing competitive salaries and additional incentives to motivate and retain employees in the system.

Steps:

- 1) Perform a compensation and benefits analysis: The first step in developing a plan to increase staff pay is to perform a compensation and benefits analysis to determine the competitiveness of the current salary structure. This analysis can help identify areas where the school is falling short in terms of compensation and help develop a salary improvement plan.
- 2) Establish clear salary benchmarks: After analyzing the current compensation structure, establish clear salary benchmarks that are competitive with other schools in the region. This will help attract the best candidates and retain high performing employees.
- 3) Offer performance-based incentives: In addition to competitive salaries, schools can offer performance-based incentives to motivate staff members. This may include bonuses for achieving specific goals, such as improving test scores or implementing successful new programs.

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- 4) Provide professional development opportunities: Schools can offer professional development opportunities to employees as another incentive to stay in the system. These opportunities may include seminars, conferences, and continuing education courses that help staff members grow professionally and increase their value to the school.
- 5) Create a positive work environment: A positive work environment can be a powerful motivator for staff members. Schools can create a positive working environment by providing supportive management, recognizing and rewarding outstanding performance and encouraging collaboration and teamwork between staff members.
- 6) Offer flexible working arrangements: Offering flexible working arrangements such as telecommuting, flexible schedules or job sharing opportunities can be another way to retain staff members by accommodating their personal needs and improving work-life balance. The personal life.
- 7) Develop a career development plan: Finally, schools can create a career development plan to help staff members grow professionally within the school system. This can include opportunities for promotions, leadership training and mentoring programs that help staff members develop the skills they need to advance their careers within the school.

Tools:

- **Compensation Benchmarking:** Perform a comprehensive compensation benchmarking analysis to assess how a school's current pay rates and benefits compare to those of similar schools or institutions in the area. This will provide a baseline for identifying areas for improvement.
- **Salary Surveys:** Conduct surveys of school staff to gather data on their salary expectations and compare them to the current pay structure. This will help identify any discrepancies or gaps in compensation.

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- **Market Research:** Conduct market research to understand current trends and standards in staff compensation and benefits, both within the education sector and in the local labor market. This will help identify competitive practices that can be incorporated into the school's compensation plan.
- **Financial Assessment:** Assess the school's financial capabilities and resources to determine what level of compensation and benefits can be reasonably provided. Consider factors such as the school's budget, revenue sources and long-term financial sustainability.
- **Incremental Increases:** Develop a plan for incremental staff salary increases over time. This can be based on criteria such as years of service, performance appraisals, professional development and achievement of specific goals or competencies.
- **Flexible benefits packages:** Review and improve the school's benefits packages to offer a variety of options that meet the diverse needs of staff members. This can include health care plans, retirement savings programs, paid time off, professional development opportunities, wellness programs and other benefits.
- **Recognition and incentive programs:** Implement recognition and incentive programs to recognize and reward staff members for their outstanding performance and contributions. This may include cash bonuses, certificates, additional paid time off, or other benefits tied to the achievement of specific goals or milestones.
- **Transparent communication:** Communicate the school's compensation and benefits plan clearly and transparently to staff members. Provide information about the rationale behind decisions, the process for determining compensation, and any changes or adjustments that are made.
- **Professional Development Support:** Offer professional development support to staff members by providing opportunities for advanced education, certification, or training programs. This can help improve their skills and competence, potentially leading to increased remuneration in the future.

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- Regular review and evaluation: Continually review and evaluate the effectiveness of the compensation and benefits plan. Seek feedback from staff members through surveys, focus groups or one-on-one discussions. Use this feedback to make any necessary corrections or improvements.

By taking these actions, the school can improve staff morale, attract and retain talented people, and create a positive and supportive work environment.

The most popular method of motivating employees is through bonuses they receive for a job well done.

The bonus package is not a tool in itself, but part of the general program to reward, motivate and retain employees in the company. It is very important that employees understand and value the investment that the employer makes in them, as well as the way they communicate.

The bonus system must maintain balance in the hierarchical structure of the organization. More and more companies are responding to the trend of employees preferring non-monetary incentives to material rewards. Success in the struggle between companies to attract and retain the best depends largely on who will offer the most attractive bonus programs. The so-called bonuses are related to both motivation and professional development, as well as maintaining the balance between work and personal life. In addition to financial bonuses (bonuses distributed among employees over a certain period), other common non-monetary incentives are related to health care and childcare assistance.

Bonus programs are only one of the incentives for higher efficiency and staff retention. The work environment and relationships with colleagues are also important for employees and encouraging initiative. However, no modern company could build a team of good specialists without offering such programs. If the company does not have the

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opportunity to invest in expensive bonuses, it can introduce programs that require less funds, but are sufficiently original. Such a practice will create an impression among employees that they are part of a unique organization that values them and is worth giving their best.

(https://www.unwe.bg/uploads/ResearchPapers/Research%20Papers_vol2_2011_No1_M%20Harizanova,%20N%20Mironova,%20T%20Kicheva.pdf) [8]

3.2 Improvement of the school base

Steps:

- 1) Conduct a comprehensive inventory of current school facilities to identify areas in need of improvement and the resources needed to improve them.
- 2) Prioritize material resource and equipment needs based on their importance and impact on school staff productivity and effectiveness. Consider factors such as frequency of use, appropriateness to staff roles and responsibilities, and potential to improve outcomes. Decide whether to purchase or lease the material resources and equipment. Consider factors such as long-term need, maintenance costs and availability of funds.
- 3) Form a committee of stakeholders, including faculty, staff, parents, community members, and students, to share their input and any specific concerns.
- 4) Do your research: Research different vendors, suppliers and available options for the material resources and equipment needed. Compare prices, quality and after-sales service to ensure the best value for money.

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- 5) Budget Allocation: Set aside a budget specifically for acquiring or upgrading the necessary material resources and equipment. Consider seeking additional funding through grants, sponsorships or fundraising initiatives if needed.
- 6) Work with community partners and local businesses to secure donations or sponsorships to supplement the available budget for the plan.
- 7) Provide professional development opportunities for faculty and staff to ensure they are equipped to use new technologies and equipment and incorporate them into their teaching methods.
- 8) Regularly evaluate the effectiveness of the plan and make changes as necessary to ensure continuous improvement.
- 9) Communicate plan progress to all stakeholders to promote transparency and accountability.
- 10) Training and Support: Provide staff members with training on how to use effectively new material resources and equipment. Make sure they are fully aware of the features, functionalities and proper operation of the newly acquired resources
- 11) Maintenance: Establish a process for regular maintenance and upkeep of material resources and equipment. This may include scheduling routine maintenance checks, arranging for repairs when needed, and setting guidelines for staff members to look after and handle resources properly.
- 12) Continually evaluate and improve facilities by seeking feedback from stakeholders and keeping the plan current with current technology and trends. Seek feedback from staff members about their experience and make any necessary adjustments or improvements.

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By taking these actions, the school can ensure that the material resources and equipment provided to staff are appropriate, functional and well maintained, resulting in improved productivity and efficiency in their work.

Here are some suggestions for small but positive steps in the right direction:

A. Improve indoor air quality

Air quality and ventilation are important parts of creating a clean and safe environment for students. As part of the Centers for Disease Control (CDC) guidelines for cleaning and maintaining healthy premises, air ventilation is at the top of the list. Proper ventilation systems help minimize viral particles in the air, while providing fresh air circulation to help students stay alert and focused when in class.

Providing fresh air is one of the first steps administrators take when making improvements to a building. Suggested ways to improve school facilities include:

- Increase outdoor air circulation whenever possible
- Make sure HVAC settings are set to maximize ventilation
- Regular cleaning and/or replacement of air filters
- Confirming kitchen and toilet exhaust fans are operating at optimum levels

Many administrators are also considering updating their buildings' heating and air conditioning systems with retrofit systems. The new technology provides better ventilation and climate control while maintaining the best

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environmental practices. In addition, the use of high-efficiency particulate air (HEPA) fans and filtration systems are part of the system updates to improve air purification.

B. Temperature Control Upgrade

Temperature control is another area of improvement that administrators can focus on. It ensures that every area of the building is set to a comfortable temperature while reducing energy consumption. Smart technology has made it easy to adjust temperature control appropriate for the environment without having to monitor class by class. In addition, new heating and air conditioning units create less noise and are less disruptive than older thermostats and technologies.

Analysis shows that the ideal temperature range is between 68 and 74 degrees, although this varies by season and region. This is a good metric to use to help students stay focused. When temperatures are too hot or too cold, it makes it difficult to concentrate. It can also lead to mood swings due to increased discomfort, which can also affect a student's ability and desire to learn.

C. Updating the classroom design

Classroom design has also changed dramatically over the past few years due to the pandemic. Considering the most contaminated places in a school, increased space between seats, the use of plastic barriers and hand sanitizing stations have been introduced as part of the protection against the spread of Covid-19. Overcrowded classrooms may be “a thing of the past” as schools plan to increase classroom space.

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Generally speaking, classroom settings should promote student learning with multipurpose areas that can support a variety of classroom needs. This includes installing appropriate furniture, such as desks, tables and cabinets, and ensuring that the room is adequately ventilated. The classroom design also includes compliance with ADA regulations and making adjustments to help students who are still learning remotely from home.

D. Increase the use of technology

Technology has changed rapidly, especially in the last decade. Students now have access to tablets and laptops that they can leave their school for the year and use for personal use at home. Technology has enabled greater communication and opened doors to new ways of learning, i.e. scaling lessons to support student academic achievement during these unprecedented times.

Although the increased use of technology greatly improves the functionality of school facilities, they must be evaluated regularly. Administrators must ensure equal accessibility among students with thorough training and adaptability to any new systems. Whether it is for classroom learning purposes, an investment in technology for an educational institution should continually benefit everyone.

E. Focus on environmental updates

Making environmental fixes is also part of how to improve school buildings for students. Finding ways to save energy and follow sustainable practices at school are key values for students today. Moving to green equipment and sustainable protocols continues to be a way schools are changing their facilities for the better.

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One of the biggest ways schools can improve their carbon footprint is by eliminating the use of plastic water bottles. It limits the amount of plastic waste on campus, as well as reducing the amount of waste that ends up in city landfills. In addition to switching to plastic-free alternatives when available, administrators should also install recycling bins around the building.

(<https://drinkflowater.com/how-to-improve-school-facilities-for-students/>) [9]

IV. Conclusion

The development plan is directly related to the project's goal of supporting teachers, school leaders and other teaching professions. The main topics are physical and mental health, well-being, international relations, development cooperation and the social responsibility of educational institutions. It is based on the results of a structured interview that was conducted among teachers, administrative and other school personnel. The plan was developed as part of the Human Resource Needs and Strengths Assessment Activity in Schools. There are 3 types of main goals as they are:

- Short-term goals
- Medium-term goals
- Long-term goals

The short-term objective covers opportunities for improvement and development through training and qualifications in areas relevant to school staff. This includes training in digital and computer technologies, languages and creative activities.

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The medium-term objective covers support for working with children, the necessary training for teachers and teaching ideas. By implementing a comprehensive curriculum that focuses on child support and development, school staff will be better equipped to meet the diverse needs of students and create a positive and nurturing learning environment.

The long-term goal includes increasing the salaries of school staff. By taking these actions, the school can improve staff morale, attract and retain talented people, and create a positive and supportive work environment. In addition, an important part is the improvement of the school base. By taking these actions, the school can ensure that the material resources and equipment provided to staff are appropriate, functional and well maintained, resulting in improved productivity and efficiency in their work.

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