



# Join the Support Staff Section of the ACTE New and Related Services Division!

**Strengthen our collective voice and support career and technical educators by advocating for increases in funding to use for professional development, resource development and programming at the national level.**

The Support Staff Section is proud to:

- Bring together CTE support staff through membership in a national association devoted exclusively to their interests
- Provide professional development for support staff and the opportunity to address new and innovative ideas and any challenges affecting support staff
- Promote a positive working relationship with fellow support staff, teachers and administrators
- Advocate for resources and CTE opportunities to support our students

**LEARN MORE AND GET INVOLVED AT**  
**[ACTEONLINE.ORG/NEW-AND-RELATED-SERVICES-DIVISION/SUPPORT-STAFF](https://ACTEONLINE.ORG/NEW-AND-RELATED-SERVICES-DIVISION/SUPPORT-STAFF)**



# WHY SUPPORT SUPPORT STAFF?

## How and why should Administrators support and fund Support Staff and their professional development?

A knowledgeable and well-educated support staff makes or breaks a school or organization and in most organizations your support staff team is your front-line to the public. If you don't believe this statement to be true, send all your support staff team home for an entire week and see what kind of shape your organization will be in at the end of the week. I'm betting it won't be good.

**–DWIGHT R. HUGHES, SUPERINTENDENT/CEO,  
AUTRY TECHNOLOGY CENTER**

I believe all employees who are engaged in professional development tend to be more productive and have overall higher job satisfaction.

**–SHELLEY FREE, SUPERINTENDENT,  
KIAMICHI TECHNOLOGY CENTERS**

Support Staff are a vital and integral part of any organization. They complete the whole. They are the building block at the center of the foundation. Without their support the wall is not whole and it will not stand. It takes the sum of all blocks working together to hold the wall. If you are a block short or leave a block out of the organization's operational procedures and outcomes the organization's processes and results will falter and possibly crumble. It is vital to the ongoing success of an organization to support and fund the development of all staff. It is vital to encourage, empower and upskill the whole team.

**–VIC WOODS, SUPERINTENDENT,  
WES WATKINS TECHNOLOGY CENTER**

## How can necessary coverage continue when Support Staff are out of the office?

Cross training is key and if we learned anything from the pandemic, we need multiple folks trained to do the essential jobs. When you have the cross-training component covered, then the necessary coverage can be accomplished. To make sure coverage happens, individuals will need to alternate who attends so progress can continue to move forward. Not only does this give everyone an opportunity to attend professional development, but it also helps strengthen the cross-training element.

**–DWIGHT R. HUGHES, SUPERINTENDENT/CEO,  
AUTRY TECHNOLOGY CENTER**

With the technologies available, I think support staff have the opportunity to stay up-to-date on the duties that are necessary for continued operations of the district.

**–SHELLEY FREE, SUPERINTENDENT,  
KIAMICHI TECHNOLOGY CENTERS**

Coverage is often used as an excuse not to provide professional development (PD) opportunities for support staff. PD comes in many forms. Depending on the type and location of the PD coverage can be provided by other departments, such as administration, instructors, maintenance, IT or other support staff.

**–VIC WOODS, SUPERINTENDENT,  
WES WATKINS TECHNOLOGY CENTER**

A potential barrier is the additional travel, per diem, and lodging cost for the support staff leader's involvement. We have addressed this issue by budgeting for support staff and encouraging specific support staff to step into leadership roles. We also would ask specific departments/campuses, who may have more than one person interested in serving, to rotate their involvement allowing a cost saving opportunity and a better chance to ensure coverage at the office.

**–GAYLA LUTTS,  
SUPERINTENDENT/CEO, CANADIAN  
VALLEY TECHNOLOGY CENTER**