

STAFF DEVELOPMENT

Approved Activities

The Superintendent or designee shall ensure that certificated staff members have opportunities to learn both from outside sources and from each other. These opportunities may include, but are not limited to:

1. Visits to other classrooms and other schools to observe and analyze teaching
2. Attendance at professional education conferences or committee meetings
3. Classes/workshops offered by the district, county office of education, state projects, private organizations, or other appropriate agencies
4. Courses in regionally accredited institutions of higher education, including courses delivered through online technologies
5. Participation in professional development networks that promote inquiry and allow staff to analyze and evaluate each other's work
6. Peer conferences and/or joint staff preparation time
7. Participation in curriculum development projects
8. Participation in educational research or innovation efforts
9. Assistance from or service as a mentor teacher or consulting teacher
10. Service in a leadership role in a professional organization
11. Discussions and/or internships with business and community agencies for the purpose of identifying the skills, knowledge, and aptitudes necessary for specific career paths and developing meaningful career-related, work-based learning experiences
12. Travel, study, and research in subject-matter content and effective educational practices
13. Follow-up activities that help staff to implement newly acquired skills

The Superintendent or designee shall approve the participation of individual staff members in district-provided or external staff development activities which may require release time, leave of absence, or other district resources.

STAFF DEVELOPMENT (continued)

The district recognizes the value and need for certificated and classified employees to attend and participate in conferences, workshops and inservices. It is recognized that the district's educational program should remain the highest priority. To insure that maximum benefit is achieved by those attending and participating in these activities, with minimum interference in the overall program, the following procedure is to be followed:

1. Refer to AR 3350 for specific travel and conference attendance application requirements.

2. Responsibility of Participants

Persons who attend conferences, workshops or inservices shall share knowledge and ideas gained with their colleagues. This may be done by written and/or oral reports or by providing inservices to those with similar interests or needs. Written reports may be required after attending workshops, conferences, or inservices when using compensatory education funds from ECIA, Chapter I, or EIA/SCE.

3. Purpose of Attendance

The primary purpose of attending conferences, workshops and inservices is the refinement of skills in the employees current position and not to develop skills for another position or advancement. Consideration is to be given to job-alike concerns and responsibilities, and subject areas taught.

4. Limits on Conference Attendance – Certificated Non-Management Employees Requiring a Substitute

As the number of persons attending conferences, workshops, and inservice meetings may have an effect on the operation of schools and arranging for substitutes, the following limits are to be followed:

- a. If the activity is appropriate for teachers in grades K-8, a school may send a maximum of three participants. A district maximum of 10 substitutes will be available for any one day; Tuesday – Thursday.
- b. Classes are not to be divided among other classes in order to accommodate conference, workshop or inservice attendance.
- c. Certificated and classified employees may be release for half or full days to attend conferences.
- d. Following approval by Executive Council, Human Resources shall secure substitutes to cover assignments of conference attendees.

STAFF DEVELOPMENT (continued)

- e. If the employee is unable to attend the conference, it shall be the employee's responsibility to notify Human Resources no later than 7:00 a.m. on the day the employee is to leave for the conference.
 - f. If a substitute has been secured and Human Resources has not been notified to release the substitute on that day, it will be necessary for the employee to return home and lose a day's pay.
 - g. Best interests of the district are sometimes served by attendance at special conferences. Executive Council may request an employee to attend a conference on short notice.
5. Limits on Conference Attendance by Certificated Non-Management Personnel Not Requiring a Substitute.
- a. Limits on conference attendance of certificated non-management personnel, not requiring substitutes, are to be established by Educational Services and are to be consistent with department travel guidelines.
 - b. Certificated non-management personnel assigned to school who do not require substitutes, such as media specialists and Miller-Unruh specialists, shall be required to have approval of their principal prior to attendance.
6. Conference Attendance on Days When School is not in Session
- Attendance is permissible provided such attendance does not interfere with the preceding or succeeding school day.
7. College or University Credit
- In no instance shall an employee receive college credit for workshops, inservices, etc., when the district pays the required fees.
8. Employees Requiring Substitutes—Conference, Workshop and Inservice Meeting Attendance Within the District
- Employees requested to attend district – sponsored workshops or inservice meetings during the instructional day will not be required to call Human Resources for a substitute. It shall be the principal's or supervisor's responsibility to notify the department sponsoring the workshop or inservice no less than one week (7 days) in advance as to who will then be attending and what their job responsibilities are. The sponsoring department will then be responsible to five days in advance to secure substitute coverage.

STAFF DEVELOPMENT (continued)

9. Length of Conference

Administrators are to review carefully the number of approvals given to conferences or workshops which cover more than one day. Consideration as to the effects of such attendance upon the instructional program and/or employee job responsibilities shall be given.

10. Distance of Travel Involved with Conferences

In general, conference attendance shall be limited to meetings held within a 500 mile radius. On Occasions, special permission shall be granted for out-of-state conferences if employees are officers of the organization holding the conference or have been requested to make a presentation at the conference.