

PROCEDURES FOR DEVELOPING AND MANAGING PROFESSIONAL DEVELOPMENT

The Instructional Leadership Team (ILT) and the principal shall ensure that the professional growth and development needs of staff are included in the needs assessment portion of the planning process. Additionally, the ILT and principal shall ensure that the appropriate objectives and strategies are included in the Comprehensive School Improvement Plan (CSIP) to provide for these needs for the coming school year. Finally, the professional development plan should be modified based on student data/performances, staff reflections, and evaluative tools.

The approval of the CSIP plan during the December SBDM meeting will include professional development for the upcoming year. Any additional professional development planning must be presented during the March SDBM meeting and adjustments made to update the goals for professional learning included in the CSIP.

- I. Identify the professional development needs of the staff. This includes the completion of a comprehensive needs assessment that involves the total staff. Priority shall be given to student needs. The principal or ILT designee will provide a review of survey results to the SBDM council each February.
- II. The ILT will assist the principal in writing a comprehensive professional development plan including goal setting, locating quality and appropriate training programs.
- III. Design a professional development budget that provides the staff equal access to all available training. The budget shall reflect the following items:
 - a. Allocation for consultant expenses
 - b. Food, travel, and lodging
 - c. Instructional materials
 - d. Teacher stipends
 - e. Other expenditure considered important to the council may be included in the budget.
 - f. School imbedded professional development
- IV. The ILT will assist the principal in conducting the Implementation and Impact checks for the school.
- V. ILT members along with the principal will assist with the revision and writing of the comprehensive improvement plan.
- VI. The ILT and principal develop strategies for monitoring the application of professional development training within the classroom.

MONITORING OF PROFESSIONAL DEVELOPMENT

The principal or designee will monitor and report the minimum professional development hours required for each certified and classified staff member.

COMMUNICATION PLAN and IMPLEMENTATION OF PROFESSIONAL DEVELOPMENT

Implementation of professional development will be evidenced in faculty meetings, Professional Learning Community meetings, lesson plans, study groups, and grant applications.

The principal will develop a process which keeps all staff members informed of all available training in the district and region. The SBDM committee will receive annual reports regarding professional develop

implementation and impact on student learning. Implementation and impact reports leading to professional develop and CSIP adjust impacting the allocation of the PD budget must be approved by the SBDM committee.

Date of First Reading: 12/17/14 *Jue*

Date of Second Reading: _____

Date Adopted: _____

SBDM Chairperson Signature: _____