

## PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

In accordance with Board policy, the professional development committee (PDC) is responsible for implementing the district's professional development plan (PDP).

### **Professional Development Committee**

#### ***Responsibilities***

The professional development committee shall:

1. Create a professional development plan that is:
  - < Tied to the district's Comprehensive School Improvement Plan (CSIP).
  - < Based on identified needs.
  - < Created in consultation with the administration.
  - < Submitted to the Board for approval.
2. Evaluate the PDP annually and make appropriate recommendations for change.
3. Work with beginning teachers to:
  - < Coordinate and facilitate the mentoring program.
  - < Coordinate and facilitate assistance from the teacher education program where the teacher graduated if such assistance is provided.
  - < Assist beginning teachers in developing and completing the Individual Professional Development Plan (IPDP) required of all teachers with an Initial Professional Certificate (IPC). The mentor will initiate preparation of the plan and will assist the teacher in tailoring the plan to his or her needs. Goals identified in the plan will relate to the evaluation criteria used in the district, and copies of the initial plan and all subsequent revisions will be readily available to the teacher and mentor for review and revision.
4. Work with all teachers to:
  - < Identify instructional concerns and remedies.

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- < Serve as a confidential consultant upon a teacher's request, as allowed by law.
  - < Arrange training programs for mentors.
  - < Assess needs.
  - < Develop in-service opportunities.
  - < Present the superintendent or designee staff suggestions, ideas and recommendations pertaining to classroom instruction.
5. Work with support staff to:
- < Identify needs.
  - < Develop in-service opportunities.
6. Consult with district administration on all facets of the PDP.
7. Select programs that:
- < Reflect the results of any needs assessments survey.
  - < Coordinate with the district's CSIP.
  - < Are based on recognized standards for staff development, such as the Standards for Staff Development published by the National Staff Development Council.
8. Provide opportunities for advancement on the salary schedule with additional education or training in accordance with Board policy and PDC procedures.
- Reimburse up to \$100 per semester hour a maximum of 6 hours per fiscal year (begins July 1 and ends June 30 of each school year)
  - To be eligible, participant must be a full time employee
  - Course work must be related to employment
  - Institution must be accredited
  - A grade of at least a "B" must be earned
  - Tuition reimbursement paid upon completion, reporting of course grade (official transcript) and approval.

Reimbursements for expenses related to conferences and visitations will be as approved by the superintendent in accordance with district procedures, provided that the expenses are within budget allocations.

***Structure***

The committee shall have no more than eleven members, with membership on the committee spread across disciplines and attendance centers. Committee membership will include teachers from elementary, secondary and specialty teaching areas as well as support staff representatives. While both certified and noncertified staff members will serve on the committee, only teachers will be allowed to select committee members.

Committee members shall be staff members with at least three years of experience and at least two years in the Boonville R-I School District. Professional development committee members will be selected for three-year terms. Terms shall be staggered so that approximately one-third of the committee will be selected each year. New members shall be selected no later than January 31 annually, training will be accomplished by March 31, and service will begin on April 1.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: July 16, 2008

Revised:

MSIP Refs: 6.1.2, 6.2.2, 6.4.3, 6.7

Boonville R-I School District, Boonville, Missouri