

CERTIFIED STAFF DEVELOPMENT/IN-SERVICE EDUCATION

A program of in-service education and staff development shall be conducted annually for all employees of the West Central School District #49-7.

In addition, staff development dollars spent by the district, will be targeted on defined needs for staff growth through the district's strategic plan, and/or the curriculum cycle process.

Goals

Staff development training and funding in the West Central Schools shall be designed to improve the competencies of individuals and groups (e.g., grade level, building level, district level) of the certified and classified staff as all personnel strive to ensure effective instruction for every student at West Central.

Staff Development Committee Membership

A staff development committee shall be formed with representation from the elementary, middle school, and high school certified staff and administration. The chairperson will be the superintendent of schools or designee.

Staff Development Committee Responsibilities

- Disseminate information regarding local, state, regional or national staff development opportunities. An office site (e.g., District's Administrative Offices or Curriculum Director's Office) shall be designated where personnel shall be responsible for receiving and distributing such information.
- Screen and subsequently make recommendations to the administration for approving or denying "proposal applications" for staff development funding. These "proposal applications" are specific only to the funding source of the Staff Development Committee's responsibility.
- Annually assess the needs of the teaching and administrative staff and provide a minimum of 15 hours of appropriate staff development opportunities based upon the determined need for staff development.
- Annually ensure an evaluation "process" is implemented in which participants in the district's staff development program have an opportunity to identify strengths/weaknesses and make recommendations for improving staff development opportunities in the West Central Schools.
- Follow up on the individual staff development opportunities and their evaluations to determine if further staff development needs should be continued in a specified area.

Staff Development Budget

Annually, the school district shall designate an appropriate amount of money as a line item under the function of "Improvement of Instruction" in the school district's budget. The staff development committee will determine guidelines for appropriation of these dollars, and make spending recommendations to the committee chair/superintendent.

Procedure for Submitting Staff Development Proposal

Staff development opportunities planned for and/or participated in by individuals, grade levels/departments, or an entire building staff shall be submitted to the staff development committee through the appropriate administrative offices.

1. Proposed staff development projects developed and completed locally must include:
 - a. Statement of need and articulation of how this project will assist the district in achieving the strategic plan, ~~NCA goals~~, or curriculum cycle process.
 - b. Activities that will occur to meet the need.
 - c. Detailed estimate of anticipated cost to the district.
2. Proposed staff development project developed by an agency/organization outside of the district:
 - a. A request to be absent and/or receive district reimbursement for expenses shall be completed and submitted to the district administration. The format for this application will be designed by the district administration.
 - b. The request form(s) shall have an agenda attached – identifying the specific activities to be included in the project.

If a certified employee attends an event to gain professional or collegiate credit (which can be used for salary schedule advancement) at an approved workshop or convention– the school district will pay the employee’s salary, when using a regularly scheduled work day (plus the substitute’s salary, when necessary, due to absence from work). The employee will be required to pay all other expenses.

If a certified employee attends an event that does not grant professional or collegiate credit (and there will be no advancement on the salary schedule as a result of their attendance) at an approved workshop or convention, the district may pay all expenses.

Documentation/Feedback

Participants shall be required to make an informal report to the staff development committee to determine whether the needs identified in the original proposal were satisfactorily met through the project.

In addition, individuals who travel out of district at district expense shall also be required to complete a summary of their travel experience.

Policy:

Adopted: 10/09/1989

Revised: 10/09/2006, 05/13/2024