

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PROFESSIONAL GROWTH
GUIDELINES

ADOPTED: August 28, 1997

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>333-R</p>	<p style="text-align: center;">433. PROFESSIONAL GROWTH GUIDELINES</p> <p>Continued professional study and in-service training are prerequisites for continued and professional growth and ability to undertake increased responsibility.</p> <p>The Board encourages all professional employees to participate in various programs that promote professional growth, including graduate study. The Board shall approve and provide such opportunities in accordance with available financial resources.</p> <p><u>Conferences/Workshops/Seminars</u></p> <p>It shall be the policy of the Board to encourage participation in appropriate conferences, workshops, seminars and related formal programs beyond the normal contractual obligations.</p> <p>Within the limits of funding available, any professional employee, upon request and with the approval of the building principal and Superintendent, may be granted approval to attend professional conferences and conventions for the purpose of professional improvement, in accordance with the guidelines set forth in the appropriate administrative regulations.</p> <p>It shall be the responsibility of the appropriate staff leaders to ensure equitable opportunities for participation in these programs by their staff.</p> <p>Application for such programs shall be submitted in writing to the appropriate staff leaders. If approved, it shall be forwarded to the Superintendent for final approval.</p> <p><u>Professional Visitations</u></p> <p>Within the limits of funding available, any professional employee, upon request and with the approval of the building principal and Superintendent, may spend one (1) day per school year visiting another school for the purpose of professional improvement.</p> <p>Additional days may be granted at the discretion of the Superintendent.</p>
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<p>SC 1205.1 22 Sec. 49.16</p>	<p>A Professional Leave Request Form shall be used to request this leave.</p> <p><u>Professional Enrichment Programs</u></p> <p>In an effort to continually improve the educational offerings of our schools, it shall be the policy of the Board to encourage and support professional enrichment programs in curriculum matter, teaching methods, and improvement of learning skills.</p> <p>It shall be the responsibility of the school administrators to identify programs suitable to the needs of the professional staff and to obtain approval and financing for these from the Board. It shall be the obligation of the professional employee to take advantage of these programs.</p> <p>When the scope and depth of these programs are considered comparable to college or university graduate level courses, the offerings will be evaluated by the Superintendent or a designee, and a representative from the Council Rock Education Association. An appropriate number of credit equivalents for salary purposes will be determined and publicized. Those who successfully complete these programs will be granted these credit equivalents.</p> <p><u>Professional Development Plan</u></p> <p>The district comply with continuing professional development plans, as required by law and Department of Education guidelines.</p> <p>A committee consisting of teachers and administrators will be responsible for establishing a professional development plan for professional employees of the district.</p> <p>The Board will approve the recommended plan based on the appropriateness of the plan to effectively meet the educational needs and district Strategic Plan and the financial resources appropriated for staff development.</p> <p>The plan must be submitted to the Board for approval at least sixty (60) days prior to the submission date established by the Department of Education, in order to assure adequate time for the Board's review and final approval.</p> <p>If the committee fails to submit a plan, the Board reserves the right to submit its own plan to protect subsidy reimbursement and provide continuity in staff development activities.</p>
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<p>School Code 1205.1</p>	<p>A cover letter will be attached to the staff development plan, upon submission, which will include this policy statement and the method used to select the teachers and administrators serving on the committee.</p> <p>The Superintendent will develop procedures and guidelines for the operation of the committee, implementation of the plan and appropriate recordkeeping.</p> <p><u>Induction Program</u></p> <p>It shall be a policy of the school district that employees in their first year of employment at Council Rock shall be required to participate in an inservice training program of not more than two hours per session and not to exceed eight (8) sessions.</p> <p>Employees new to Council Rock but with experience elsewhere shall be expected to attend this training.</p>
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