UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: December 9, 2008

REVISED: December 9, 2014

333. PROFESSIONAL DEVELOPMENT

1. Authority	Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and for maintaining active certification.
SC 517, 1205.1, 1205.2	The Board encourages all district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the district, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.
2. Guidelines	<u>Graduate/Special Courses</u> Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required. Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement, when preapproved by the Superintendent. All eligible employees shall submit biannually by September 1st and February 1st a record and description of the attainment of approved credits to the Superintendent.
SC 1144, 1151	Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

	Induction Plan
Title 22 Sec. 4.13, 49.16 Pol. 100	The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.
	Induction Program For School System Leaders
SC 1205.5, 1217	School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.
SC 1205.5	**School system leaders** include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.
	Professional Education Plan
SC 1205.1 Title 22 Sec. 49.17	The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.
SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100	The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.
SC 1205.1	The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, ~~the Strategic Plan, and the~~ employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.

SC 1205.2	The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.
SC 1205.2	If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.
	References: School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1217 Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6 State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17 Board Policy – 100, 806