

PROFESSIONAL STAFF DEVELOPMENT POLICY

1.0 General

1.1 Scope - This legislative rule establishes the General implementation process for staff development activities in the District. Staff development program shall provide for job related training for professional staff.

2.0 Purpose

Schools exist to facilitate student learning, and an ongoing staff development program for all personnel is essential to enhancing student learning. Staff development should be a continuous, developmental process ultimately based on staff needs to meet county and state goals.

3.0 Organization - Funding

3.1 The Board shall schedule annually at least 18 hours of staff development for professional personnel. At least 12 of the 18 hours must be scheduled prior to January 1. Exceptions to the schedule may be granted by the Superintendent for innovative programs.

3.2 The Board shall establish a Professional Staff Development Council and shall implement a comprehensive system of staff development.

3.3 The Board shall make available an amount equal to one tenth of one percent the amount provided in accordance with West Virginia Code § 18-9-5 and credit such funds to an account to be used by the Council to fulfill its objectives. The Board will have final approval for all disbursements and may consider other funding sources.

4.0 Principles of Operation

The Board hereby incorporates the following components and governing principles of operation for county professional staff development:

4.1 All staff shall participate in at least eighteen hours of job related staff development each year. The failure of a service employee to obtain required staff development in accordance with the terms of this policy may be regarded as willful neglect of duty and result in disciplinary action.

4.2 The Staff Development Program shall promote personal growth and lifelong learning for professional personnel. Staff development activities should:

4.2.1 a. Be based upon rules established by statute and council on professional education;

- 4.2.2** b. Reflect state and local board of education goals and policies;
- 4.2.3** Include activities which provide for individual as well as group needs; individual, school-level and county-level learning opportunities; and
- 4.2.4** Include a systematic evaluation process.

5.0 General Implementation Process

5.1 The county superintendent or his/her designee shall hold an advisory, nonvoting role on the Professional Staff Development Council.

5.2 The Professional Staff Development Council shall have final authority to propose staff development programs for their peers based upon rules established by statute.

5.3 The Professional Staff Development Council shall be comprised of, at minimum: one elementary principal, one secondary principal, one vocational teacher, special education teacher, Chapter I teacher, two secondary teachers, and four elementary teachers.

5.4 Nominations may be submitted by the faculty senates to the superintendent, who shall prepare and distribute ballots and tabulate the votes.

5.5 Election to the Professional Staff Development Council shall be made on a staggered three-year cycle.

5.6 The Board may elect to cooperate, in part or in whole, in the same staff development program with a sister county, regional education service agency or professional development center.

5.7 Any professional employee in concert with his/her immediate supervisor, may develop an individual staff development plan to be used in implementing his/her staff development activities. An employee's performance evaluation must be used in this process. However, the evaluation remains confidential.

5.8 The county superintendent or his/her designee shall:

5.8.1 supervise the development of staff development program objectives by the Professional Staff Development Council;

5.8.2 coordinate the implementation of the staff development plan;

5.8.3 disseminate information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all professional personnel in the county; and,

5.8.4 maintain records of enrollment, scheduling, and evaluation of each staff development activity.

5.8.5 The proposed program for staff development shall be approved by the Board prior to implementation.

6.0 Monitoring and Evaluation

6.1 Monitoring of the policy shall be conducted via the accreditation system described in West Virginia Code §18-2E-5.

6.2 Every three years the Professional Staff Development Council shall evaluate the effectiveness of staff development program and activities in meeting the needs of professionals. For evaluation purposes, a staff development year shall be July 1 through June 30.

7.0 Review Schedule

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

AUTHORITY: WV Code §18A-3-8; West Virginia Board of Education Policy 5055

ADOPTED: 05/27/14

REVISED: _____

See Administrative Regulations 4140.AR