

SECTION: PROFESSIONAL
EMPLOYEES

TITLE: PROFESSIONAL GROWTH
GUIDELINES

ADOPTED: FEBRUARY 19, 1996

REVISED: DECEMBER 6, 1999

Lebanon School District

<p>1. Purpose</p>	<p style="text-align: center;">433. PROFESSIONAL GROWTH GUIDELINES</p> <p>The Board of School Directors believes that continued professional growth through quality in-service education is an essential ingredient for continued personal and organizational improvement.</p> <p>In-service education (i.e., professional development) implies a set of planned activities designed to improve the performance of employes. The district's approach to in-service education promotes both the cooperative development of an individualized performance improvement plan between each employe and his/her principal and the development of plans and activities designed to meet the performance improvement needs of a specific group of employes or entire school staff. Whether individualized or conducted in group fashion, all in-service program and activities must be designed to serve designated district-level and building-level goals and objectives, as well as individual performance improvement needs. Continuous performance improvement must be viewed as an essential ingredient to achieve our primary goal of educational excellence.</p> <p>Each professional employe, in cooperation with their building principal, shall be responsible for the development and implementation of an in-service program equal to or greater than the equivalent of four contracted days. Each professional employe shall also be responsible for attending and participating in opening day in-service activities at the start of each school year which represents one of the contracted in-service days.</p> <p><u>Options</u></p> <p>The following options may be employed to fulfill individualized contracted in-service obligations with approval of the building principal:</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45</p>
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1. Courses, conferences, and workshops offered by the Lancaster-Lebanon Intermediate Unit
2. Courses and workshops offered by the district
3. Lebanon County Educational Symposium
4. College credit courses (Note: College credit courses may be used to satisfy contracted in-service obligations provided they are above and beyond permanent certification and degree requirements, are not reimbursable by the district, and are not applicable for salary schedule movement.)
5. Educational conferences and workshops
6. Home visitations
7. School visitations (Note: School visitations must be made to observe specific programs, strategies, or activities which serve building-level or district-level goals and objectives or specific performance improvement needs.)
8. Individual or group-developed performance improvement projects.
9. Development and presentation of in-service programs to other members of the professional staff
10. Other in-service activities mutually agreed upon as relevant to building-level or district-level goals and objectives or personal performance improvement needs

Procedural Guidelines

1. The building principal shall be responsible for the maintenance of records to document that each teacher has fulfilled his/her contracted in-service requirements.
2. Building principals may reserve four of the nine contracted in-service days to have professional employees attend planned

programs or activities designed to serve building-level goals and objectives. Announcement of such programs shall be done well in advance of the intended date to allow employes to schedule their time accordingly.

3. The employe is responsible for submitting individualized contracted in-service plans to the building principal for his/her approval.
4. All contracted in-service obligations for each school year must be completed before the last day of the school year. Any obligations not completed will result in a per diem pay deduction.
5. One day of in-service credit must involve a minimum of six hours devoted to the activity for which credit is given.
6. Unless approved in advance by the building principal, the district will not assume any costs involved in the fulfillment of individually planned in-service activities.
7. The building principal may require an employe to submit a specific plan of action and/or follow-up report regarding in-service activities.
8. Employes are encouraged to explore a wide variety of professional growth activities. Repetitive use of one type of activity is to be discouraged.
9. Since professional growth should be an annual objective for all employes, "banking" of in-service credit should only be used when absolutely essential. In general, banking should only be used when a single option requires employe participation for more than eight days; serves specific district-level, building-level, or individual performance improvement objectives; and is mutually agreed upon between the employe and his/her building principal. In any case, banking shall be limited to two (2) days.

Professional Development

SC 1205.1

The district's compliance with continuing professional development plans, as required by law and Department of Education guidelines, shall be according to the following:

a committee consisting of teachers and administrators will be chosen by their respective groups;

the committee will be chaired by Superintendent or his/her designee;

the Superintendent will develop procedures and guidelines for the operation of the committee, implementation of the plan and appropriate recordkeeping

The Board will approve the recommended plan based on:

the appropriateness of the plan to effectively meet the educational needs of the district and district long-range plans;

the utilization of established learning research;

the financial resources appropriated for staff development; and

the correlation and coordination with existing and continuing district-wide staff development programs.

The plan must be submitted to the Board for approval at least thirty (30) days prior to the submission date established by the Department of Education.

This requirement is necessary to assure adequate time for the Board's review and final approval.

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.

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.

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