

LEGAL: THESE CHANGES ARE NEEDED TO REFLECT REVISIONS TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19

- CERTIFIED PERSONNEL -

Professional Development

PROGRAM TO BE PROVIDED

The Board shall provide ~~an efficient, systematic and high-quality~~ professional development (PD) program that meets the goals established in KRS 158.6451 and in the local needs assessment. At the direction of the Superintendent or designee and in conjunction with each school, the PD coordinator shall facilitate the development and implementation of this program for all certified employees. Programs may also include classified staff and parent members of school councils and committees.

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The PD program for the District and each school shall be incorporated into the school/District improvement plan. Prior to the implementation of the program, the school PD plan shall be made public, and the District PD plan shall be posted to the District web site.

DISTRICT-WIDE PLAN

The program shall be based on a Board-approved PD plan for the District, which is designed:

1. to help achieve student capacities established by KRS 158.645 and goals established by KRS 158.6451;
2. to support the District's mission, goals and assessed needs; and
3. to increase teachers' understanding of curriculum content and methods of instruction appropriate for each content area based on individual school plans.

The PD plan shall reflect individual needs of schools and be aligned with the school/District improvement plan and teacher growth plans.

SCHOOL RESPONSIBILITIES

Each school shall plan ~~high-quality~~ professional development experiences with the PD coordinator and, when appropriate, with other schools to maximize training opportunities. In addition, each school's PD plan shall be submitted to the Board for review and comment.

DOCUMENTATION

The school/District PD plan shall include the method for evaluating ~~each professional development experience for its~~ impact on student learning and using evaluation results to for improving professional ~~development initiatives~~ learning.

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Documentation of completed professional development ~~experiences~~, including a written evaluation, shall be required. Unless an employee is granted leave under an appropriate Board policy, failure to complete and document the required hours of professional development during the academic year shall result in a reduction in salary and may be reflected in the employee's evaluation.

PERSONNEL

03.19
(CONTINUED)

Professional Development

REFERENCES:

704 KAR 3:035, 704 KAR 3:325

KRS 156.095, KRS 156.553, KRS 158.070, [KRS 158.645](#), [KRS 158.6451](#)

KRS 160.345

RELATED POLICIES:

03.1911; 09.22

EXPLANATION: THIS OVERHAUL IS NEEDED DUE TO CHANGES TO 704 KAR 3:035 ADDRESSING PROFESSIONAL DEVELOPMENT REQUIREMENTS.
FINANCIAL IMPACT: NONE ANTICIPATED

PERSONNEL

03.19 AP.1

- CERTIFIED PERSONNEL -

Professional Development

DEFINITIONS

Professional development is defined as professional learning that is an individual and collective responsibility, that fosters shared accountability among the entire education workforce for student achievement, and;

1. Aligns with Kentucky's Core Academic Standards in 704 KAR 3:303, educator effectiveness standards, individual professional growth goals, and school, district, and state goals for student achievement;
2. Focuses on content and pedagogy, as specified in certification requirements, and other related job-specific performance standards and expectations;
3. Occurs among educators who share responsibility for student growth;
4. Is facilitated by school and district leaders, including curriculum specialists, principals, instructional coaches, competent and qualified third-party facilitators, mentors, teachers or teacher leaders;
5. Focuses on individual improvement, school improvement, and plan implementation; and
6. Is on-going.

Professional development program means a sustained, coherent, relevant, and useful professional learning process that is measurable by indicators and provides professional learning and ongoing support to transfer that learning to practice.

DISTRICT PROFESSIONAL DEVELOPMENT PROGRAM

The school and District, under the direction of the Professional Development Coordinator (PDC), shall develop and implement a programplans of continuing professional development ~~for all certified employees based on the District's professional development plan(s).~~ The programplans shall include, but not be limited to, the following components:

1. A clear statement of the school or District mission;
2. Evidence of representation of all persons affected by the Professional Development plan;
3. A needs assessment analysis;
4. PD objectives that are focused on the school or District mission, derived from needs assessment, and that specify changes in educator practice needed to improve student achievement; and
5. A process for evaluating impact on student learning and improving professional learning, using evaluation results.

Professional development activities shall be in accordance with Kentucky State Regulation.

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Professional Development**DISTRICT PROFESSIONAL DEVELOPMENT PROGRAM (CONTINUED)**

- ~~2. Assemble a representative PD Committee composed of teachers and administrators to assist in program planning.~~
- ~~3. Recommend to the Superintendent/designee long-range training priorities based on the needs assessment.~~
- ~~4. Recommend four (4) dates for professional development to the Superintendent/designee for inclusion in the calendar by APRIL of each year.~~
- ~~5. Recommend number of District, school-based and flexible (if applicable) professional development days to the Superintendent.~~
- ~~6. Approve/disapprove District, school-based and flexible professional development prior to their implementation and provide a rationale for those not approved.~~
- ~~7. Assure appropriate training strategies and use local personnel, when appropriate, to train colleagues.~~
- ~~8. Recommend consultants, as necessary.~~
- ~~9. Develop a budget for staff development.~~
- ~~10. Assist Principals by using effective professional development to meet District/school goals.~~
- ~~11. Assist with logistical arrangement for professional development activities (sign-in sheets, evaluations, equipment, etc).~~
- ~~12. Prepare and submit to the Superintendent for Board approval the Master Professional Development Plan for the coming year.~~

SCHOOL-BASED PDC RESPONSIBILITIES

~~Each school shall have a school-based professional development committee which shall meet as necessary to conduct the school's needs assessment, make recommendations for professional development topics, or direct other activities as needed.~~

CERTIFIED STAFF RESPONSIBILITIES

~~In addition to job-embedded professional learning included in the Professional Development Plan, it is the responsibility of each full-time certified staff member to plan and complete the twenty-four (24) hours of professional development for which s/he is paid required in the District calendar. Part-time employees shall complete the appropriate portion of the twenty-four (24) hours. Credit shall be awarded only for development activities that address needs identified in school/District Comprehensive Improvement plans.~~

ADMINISTRATIVE WORKSHOP

~~An administrator's workshop may be held/conducted to include, but not be limited to, organizational management, instructional leadership, communication and interpersonal relations, staff evaluation, fiscal and facilities management, and goals for the new school year. This workshop will be under the direction of the Superintendent/designee who will have the authority to commit funds for travel, presenters, lodging, meals, and other related expenses.~~

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Professional Development

NEW TEACHER ORIENTATION

Prior to the opening of school all teachers new to the District shall be required to attend an orientation session to acquaint new personnel with Board policies, administrative procedures, Central Office staff, and the Principal(s) to whom they are assigned. The Superintendent/designee will be responsible for the program and all arrangements.

WHEN CONDUCTED

~~District and school-based professional development must be conducted on days designated in the calendar. Flexible hours may be completed after school, on weekends or during the summer if activities are pre-approved by the professional development committee. Individuals may be excused from District and school-based professional development if they meet the requirements for claiming a sick day or an emergency day. Vacation and personal days may not be used on designated professional development days. All flexible hours must be completed.~~

REQUIREMENT MUST BE FULFILLED

~~The p~~Professional development ~~is ongoing. However the twenty-four (24) hours required by statute requirement~~ must be fulfilled by May 1 of each year. If it is not, repayment for the appropriate hours will be deducted from the individual's paycheck.

It is the responsibility of the individual to provide appropriate documentation for all completed professional development. Internal offerings are documented by sign-in sheets. For activities outside the District, it is the responsibility of the individual to obtain the appropriate form prior to attendance, have it completed and return it to the PDC. Registration costs, meals, and mileage are the responsibility of the individual unless supplemental funds are provided by another source.

RELATED PROCEDURES:

03.125 AP.21

03.19 AP.21

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