

1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Kentucky Board of Education

3 Department of Education

4 (Amendment)

5 704 KAR 3:325. Effective Instructional Leadership Act.

6 RELATES TO: KRS 156.101

7 STATUTORY AUTHORITY: KRS 156.029(7), 156.070, 156.101

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.029(7) requires the Board of Education to
9 develop policies and to promulgate administrative regulations by which the Department of Education
10 shall be governed. KRS 156.070 authorizes the Board of Education to promulgate administrative regula-
11 tions necessary for the efficient management, control, and operation of the schools and programs under
12 its jurisdiction. KRS 156.101 requires the Kentucky Board of Education to establish specific criteria for
13 implementing a statewide instructional leader improvement program for employees of the public schools
14 holding valid certificates and performing responsibilities in a position for which administration certifica-
15 tion is required by the Education Professional Standards Board pursuant to 704 KAR Chapter 20. This
16 administrative regulation establishes criteria for the program.

17 Section 1. Definitions. (1) "Conference" means a scheduled professional training opportunity, sponsored
18 by a state or national educational organization or a training provider, at which a variety of instructional
19 leadership topics are available for participant attendance.

20 (2) "Cycle" means a twenty-four (24) month period beginning with July 1 of even-numbered years and
21 ending June 30 of even-numbered years.

1 (3) "School year" means a twelve (12) month period beginning July 1 and ending June 30.

2 (4) "Training provider" means an established educational organization, local school district, or private
3 educational consultant who sponsors training programs.

4 Section 2. (1) Participation in the program shall be required for a certified and employed instructional
5 leader.

6 (2) To fulfill the requirements of KRS 156.101, an instructional leader shall obtain the approval of the lo-
7 cal superintendent or designee if selecting specific training offerings from the state-approved directory or
8 if attending education-related conferences.

9 ~~(3)[(a) Until June 30, 2006, every two (2) years, a local school district shall send a verification~~
10 ~~statement to the Kentucky Department of Education and the Education Professional Standards~~
11 ~~Board, recording the names of all instructional leaders, their position titles, their Social Security~~
12 ~~numbers, the dates they entered the two (2) year cycle, and the number of hours of training ob-~~
13 ~~tained during the two (2) year cycle.~~

14 ~~(b)~~ Beginning July 1, 2006, a local district shall keep on file documentation of compliance with KRS
15 156.101(4) for each instructional leader employed by the school district, including a copy of all training
16 certificates. Beginning August 30, 2007 and by August 30 each year thereafter, the local school district
17 shall report to the Kentucky Department of Education the name of any instructional leader who fails to
18 complete the twenty-one (21) hours of training required under KRS 156.101, the individual's position ti-
19 tle, Social Security number, and the number of hours which were completed.

20 (4) All certificates shall be kept on file for three (3) years by each local district for each participant. If a
21 participant becomes employed by another district, the original file shall be sent to the instructional leader
22 and a duplicate copy to the new employing district.

23 Section 3. (1) Instructional leaders shall participate in a training program designed to improve and main-
24 tain the quality and effectiveness of instructional leadership in the public schools of the Commonwealth.

1 Agencies, institutions, education cooperatives, local school districts, and private educational consultants
2 who qualify as training providers may be approved by the Kentucky Department of Education to design,
3 implement, and evaluate the training. Specific training approved within the program by the Department
4 of Education shall be:

5 (a) Intensive and designed specifically for instructional leaders. Participation shall occur during the con-
6 tract period including extended employment, if applicable. Training shall be scheduled so as to minimize
7 disruption of the instructional program of the district;

8 (b) Competency-based, specifying the instructional leadership competencies to be mastered by partici-
9 pants. Competencies shall have applicability for improving the effectiveness of the instructional leader or
10 be role-specific. The design of the activities shall consider the participant's stage of professional devel-
11 opment;

12 (c) Comprehensive in nature and shall meet identified needs based upon the personnel evaluation, the in-
13 dividual professional growth plan, and self-assessments of the instructional leaders; and

14 (d) Evaluated for approval in terms of program content, instructional processes, and impact upon partici-
15 pants.

16 (2)(a) An instructional leader may count attendance at education conferences up to six (6) hours of credit
17 each school year. An instructional leader shall provide verification of attendance at education confer-
18 ences to be filed with the local school district.

19 (b) An instructional leader shall receive three (3) participant-hours credit for duties performed by serving
20 on one (1) beginning teacher committee established under KRS 161.030(6), and the instructional leader
21 shall receive a maximum six (6) hours if the individual serves on more than one (1) committee.

22 (3)~~[(a) Until June 30, 2006, an instructional leader whose effective date of employment is within the~~
23 ~~second half of a school year shall complete a prorated requirement of twenty-one (21) hours of~~
24 ~~leadership training.~~

1 ~~(b)~~ If an instructional leader is employed for 100 days in the same position during a school year, the in-
2 dividual shall complete the required training.

3 (4) A participant's verification of attendance at approved Effective Instructional Leadership Training ses-
4 sions and programs and copies of program certificates shall be recorded with the professional develop-
5 ment coordinator of the instructional leader's school district no later than June 30 of each year.

6 (5) Excess hours, not to exceed twelve (12) earned by a participant during the thirty (30) day period of
7 June 1 through June 30, may be credited toward required hours for the next school year.

8 Section 4. The training program content shall consist of specific competencies identified in the **Profes-**
9 **sional Standards for Educational Leaders as incorporated by reference in 704 KAR**
10 **3:370**~~[Standards and Indicators for School Improvement established in 703 KAR 5:120].~~

11 Section 5. The training provider shall:

12 (1) Develop programs that meet all the criteria identified in Sections 3 and 4 of this administrative regula-
13 tion;

14 (2) Select program faculty who have adequate, pertinent training and education, appropriate experience,
15 and the ability to instruct effectively;

16 (3) Meet identified needs consistent with those listed in the **Professional Standards for Educational**
17 **Leaders as incorporated by reference in 704 KAR 3:370**~~[Standards and Indicators for School Im-~~
18 ~~provement established in 703 KAR 5:120];~~

19 (4) Conduct training as set forth in its proposal and as approved by the Kentucky Department of Educa-
20 tion;

21 (5) Award a participant a certificate of attendance that includes the providers approval number and the
22 number of hours completed; and

23 (6) Evaluate the training in terms of its content, instructional processes, impact upon the professional be-
24 havior of participants, and improved student learning.

1 Section 6. (1) The Department of Education shall approve training activities and providers, and maintain
2 and communicate a directory of approved activities and providers.

3 (2) The Department of Education may revoke the approval of any training program not in compliance
4 with this administrative regulation and may delete the program.

5 Section 7. (1) Approval of a training program shall be granted for a period of one (1) year.

6 (2) Approval as a provider shall be based upon:

7 (a) Submission of a provider's training program proposal to the Department of Education at least thirty
8 (30) days prior to the initial presentation of the training activity; and

9 (b) Content consistent with the **Professional Standards for Educational Leaders as incorporated by**
10 **reference in 704 KAR 3:370**~~**Standards and Indicators for School Improvement established in 703**~~
11 ~~**KAR 5:120**~~.