

Book	Policy Manual
Section	Human Resource Policies for SB 1st Reading
Title	Copy of STAFF DEVELOPMENT
Code	po4242
Status	
Adopted	October 28, 2008

#### 4242 - STAFF DEVELOPMENT

The School Board believes that training is a prerequisite for continued growth of staff and, therefore, pursuant to State law, requires~~encourages the participation of~~ support staff members to participate in in-service and other training programs. staff member

The staff development plan shall provide for training for each staff member who will use these materials in their assignment, address required safety sensitive training as well as other training as determined necessary, and require documentation of satisfactory completion of the training by each staff member.

In addition to requiring training about the fidelity of instructional materials for those support staff who may use them, incorporating school improvement plans, and aligning with principal leadership training, tThe District's staff development plan shall require necessary and appropriate training for the various classifications of support staff, including, but not limited to, job-specific skills training, training related to the School Safety and Security Plan, and any other training required by State or Federal law.

The Superintendent shall annually report to the Board on the implementation of the District's staff development plan.

#### Professional Learning Catalog

##### 1. Components

**As part of its coordinated system of professional development, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:**

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1. a title;
2. an identifying number assigned in accordance with the FLDOE Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;
3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(Z);
4. a description of the specific objectives and activities to be completed; and,
5. the component evaluation criteria for determining the effectiveness of professional learning in:

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1. addressing the specific objectives;
2. increasing employee knowledge and skills;
3. changing employee dispositions or practice in the educational setting; and,

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#### 4. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

### 2. **Review, Amendment, and Submission**

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

### 3. **Record Maintenance and Data Reporting**

The following information will be maintained for each component:

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1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. Dates of participation;
3. Satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a professional certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District will report data information for all approved professional learning components through FLDOE's automated data reporting procedures.

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[F.S. 1011.67](#)

[F.S. 1012.22](#)

[F.S. 1012.98](#)

[F.S. 1012.985](#)

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Last Modified by Ramon Dawkins on May 3, 2019