

# DEER LAKES SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED:

REVISED: April 21, 2015

333. PROFESSIONAL DEVELOPMENT	
1. Authority	Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities <b>and maintaining certification.</b>
SC 517, 1205.1, 1205.2	The Board <b>directs</b> district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.
2. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made:</p> <ol style="list-style-type: none"> <li>1. in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</li> <li>2. when preapproved by the Superintendent.</li> <li>3. for actual cost charged the employee for preapproved courses of study.</li> </ol> <p>All eligible employees shall submit annually a record and description of the attainment of approved credits to the Superintendent and Business Manager.</p>
SC 1144, 1151	Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

<p>Title 22 Sec. 4.13, 49.16 Pol. 100</p>	<p><u>Induction Plan</u></p> <p>The district shall comply with Department of Education <b>requirements</b> when developing and maintaining an induction plan for first-year teachers, <b>long-term substitutes hired for a position for forty-five (45) days or more, educational specialists</b> and teachers new to the district. <b>The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district’s administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</b></p>
<p>SC 1205.5, 1217</p>	<p><u>Induction Program For School System Leaders</u></p> <p>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.</p>
<p>SC 1205.5</p>	<p><b>School system leaders</b> include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</p>
<p>SC 1205.1 Title 22 Sec. 49.17</p>	<p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1 <b>Title 22 Sec. 4.13, 49.17 Pol. 100</b></p>	<p><b>The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be</b> designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and identify approved providers. <b>Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</b></p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board <b>and the Department of Education.</b></p>

SC 1205.2	The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.
SC 1205.2	<b>If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</b>
	References:
	School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1217
	Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6
	State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17
	Board Policy – 100, 806
	NOTES:
	Attendance at seminars belongs in 331.
	Induction Plans - 22 PA Code Sec. 49.16 states that induction plans are required for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, and educational specialists; school entities <u>may</u> require teachers new to the school entity to participate in the induction program also. PSBA language is written as a best practice, but the school entity may revise this language based on their practices for newly hired teachers.
	<b>Language on making the professional education and induction plans available at “the nearest public library” is included in the official sign-off sheet for PDE’s comprehensive planning tool. Chapter 4 Regulations only require the plans to be made available for public inspection and comment, generally.</b>
	<b>PSBA Revision 6/14</b>
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