

BOARD OF EDUCATION POLICY

Code: 537	Title: STAFF DEVELOPMENT OPPORTUNITIES	Adopted: 12/11/1990	Most Recent Review: 6/12/2018
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The Board recognizes the importance of maintaining, developing, and extending the skills of all staff members. The Board encourages employees, at all levels, to engage in programs and activities which will lead to their professional growth, expansion of skills, and increased career competence. Programs and activities may include inservice education, conferences and workshops.

Support Staff Development

The Board authorizes the District Administrator in conjunction with non-certified support staff, to develop an on-going inservice program for food service, facilities, educational assistants, and secretaries.

Professional Staff Development Committee

I. Philosophy Statement of Unity School District

The goal of the professional staff development program of the Unity School District is to promote the best possible learning experience for the students. This will be accomplished by identifying the needs of the District, students, staff and community; establishing priorities, and planning a course of action for staff development to help meet the needs. The primary focus shall be the completion of the Board approved District Goals.

A. Functions of the Professional Staff Development Program

1. To identify the needs of:
 - a. District
 - b. Staff
 - c. Students, and
 - d. Community
2. To develop a plan of action or program to meet these individual needs
3. To develop a process for the evaluation of the plan of action
4. To facilitate open communication in the school district
5. To educate the staff, board and administration as to the function of inservice

B. Desirable Characteristics of the Professional Staff Development Program

1. Motivate the staff to become more effective and participatory
2. Flexible time frame on a realistic basis to take advantage of professional offerings
3. An ongoing program to meet identified needs

II. Function of the Professional Staff Development Committee

A. Responsibility and Authority

The Committee shall establish a process, plan of action, priorities and time table.

1. Identify needs—District, students, staff and community
2. Develop short and long term goals and objectives
3. Coordinate the development and implementation of program
4. Evaluate and/or revision of program
5. Improve communication for better understanding between District, students, staff and community.

B. Support Mechanism

1. Release time and/or other compensation for participants in committee activities will be provided as approved by the Board.
2. The budget and calendar for committee activities will be included in the plan for action, calendar and overall budget presented to the School Board for approval.

C. Role Clarification

1. Each committee member is to communicate committee action to the staff and bring feedback from the staff to the committee.
2. Members are to attend meetings of the committee and pertinent Board meetings.

III. Criteria for Structure

A. Committee Structure Members – total 15

1 chairperson	1 special needs	2 high school (9-12)
2 middle school (5-8)	1 board member	2 elementary (PK-4)
1 District Administrator or designee	1 special education director	
	1 support staff	
3 Principals		

B. Membership

1. Membership is by appointment as determined by building principal.
2. Chairperson(s) to be determined by the committee (may vote to break a tie).

C. Length of Time

1. The length of time on the committee for a teacher or support staff member is a two-year term.
The building principal may assign different membership upon the fulfillment of a term.

D. Meetings

1. Meetings shall be scheduled as appropriate, typically monthly.
2. Chairperson will draw up agenda and goals to be achieved.

District professional staff development opportunities and the schedule/calendar require approval of the District Administrator.