

Unity School District - Board of Education

Board Policy 537

Staff Development Opportunities

Last Revised 12/5/2019

The Board recognizes the importance of providing quality professional development for 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, meetings, activities, online learning, and workshops.

Support Staff Development

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

Professional Staff Development Committee

A. Philosophy Statement of Unity School District

The ultimate 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.

B. The professional staff development committee (PSDC) shall serve in an advisory capacity to the District Administrator and the administrative team. PSDC shall provide the administrative team with feedback and input regarding the perceived needs of the staff with respect to achieving the District's goals.

C. The District Administrator shall provide guidance to PSDC regarding the parameters of collective professional development opportunities. Specifically, PSDC shall offer advice regarding programming on the in-service days during the school year.

D. The District Administrator shall develop a procedure for the application, consideration, and approval of individual professional development opportunities.

E. The professional staff development committee (PSDC) shall be comprised of:
1 Chairperson, 2 Middle School (5-8), 2 High School (9-12) 2 Elementary (PK-4), 1 Special Needs, 1 Support Staff, 1 Special Education Director, 3 Principals, 1 District Administrator or Designee, 1 Board Member

F. Membership of the committee is by appointment as determined by the corresponding administrator.

G. Members serve up to a two year term, or at the discretion of the corresponding administrator.

H. The District Administrator appoints the support staff member and the chairperson.

I. Meetings shall be scheduled as appropriate, usually monthly.

J. The chairperson will develop the meeting agendas and goals.

K. To meet DPI regulations, state mandates, and various other requirements, District-wide professional development requires approval of the District Administrator.

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

i. Motivate the staff to become more effective and participatory

ii. Flexible time frame on a realistic basis to take advantage of professional offerings

iii. An ongoing program to meet identified needs

L. Function of the Professional Staff Development Committee

a. Responsibility and Authority

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

i. Identify needs—District, students, staff and community

ii. Develop short and long term goals and objectives

iii. Coordinate the development and implementation of program

iv. Evaluate and/or revision of program

v. Improve communication for better understanding between District, students, staff and community.

b. Support Mechanism

i. Release time and/or other compensation for participants in committee activities will be provided as approved by the Board.

ii. 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

i. Each committee member is to communicate committee action to the staff and bring feedback from the staff to the committee.

ii. Members are to attend meetings of the committee and pertinent Board meetings.

M. ~~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	
3 Principals	1 support staff	

b. ~~Membership~~

- i. ~~Membership is by appointment as determined by building principal.~~
- ii. ~~Chairperson(s) to be determined by the committee (may vote to break a tie).~~

c. ~~Length of Time~~

- i. ~~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~~

- i. ~~Meetings shall be scheduled as appropriate, typically monthly.~~
- ii. ~~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.