

## **PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

In accordance with Board policy, the professional development committee (PDC) is responsible for implementing the district's professional development plan (PDP).

### **Professional Development Committee**

#### ***Responsibilities***

The professional development committee shall:

1. Create a professional development plan that is:
  - ▶ Tied to the district's Comprehensive School Improvement Plan (CSIP).
  - ▶ Based on identified needs.
  - ▶ Created in consultation with the administration.
  - ▶ Submitted to the Board for approval.
2. Evaluate the PDP annually and make appropriate recommendations for change.
3. Work with beginning teachers to:
  - ▶ Coordinate and facilitate the mentoring program.
  - ▶ Coordinate and facilitate assistance from the teacher education program where the teacher graduated if such assistance is provided.
  - ▶ Assist beginning teachers in developing and completing the Individual Professional Development Plan (IPDP) required of all teachers with an Initial Professional Certificate (IPC). The mentor will initiate preparation of the plan and will assist the teacher in tailoring the plan to his or her needs. Goals identified in the plan will relate to the evaluation criteria used in the district, and copies of the initial plan and all subsequent revisions will be readily available to the teacher and mentor for review and revision.
4. Work with all teachers to:
  - ▶ Identify instructional concerns and remedies.

- ▶ Serve as a confidential consultant upon a teacher's request, as allowed by law.
  - ▶ Arrange training programs for mentors.
  - ▶ Assess needs.
  - ▶ Develop in-service opportunities.
  - ▶ Present the superintendent or designee staff suggestions, ideas and recommendations pertaining to classroom instruction.
5. Work with support staff to:
- ▶ Identify needs.
  - ▶ Develop in-service opportunities.
6. Consult with district administration on all facets of the PDP.
7. Select programs that:
- ▶ Reflect the results of any needs assessments survey.
  - ▶ Coordinate with the district's CSIP.
  - ▶ Are based on recognized standards for staff development, such as the Standards for Staff Development published by the National Staff Development Council.

### ***Structure***

The committee shall have no more than six members, with membership on the committee spread across disciplines and attendance centers. Committee membership will include teachers from elementary, secondary and specialty teaching areas as well as support staff representatives. While both certified and noncertified staff members will serve on the committee, only teachers will be allowed to select committee members.

Committee members shall be staff members with at least one year of experience and at least one year in the Cole County R-I School District. Professional development committee members will be selected for three-year terms. Terms shall be staggered so that approximately one-third of the

committee will be selected each year. New members shall be selected no later than January 31 annually, training will be accomplished by March 31, and service will begin on April 1.

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented: 08/11/2003

Last Revised: 05/15/2008

MSIP Refs: 6.1.2, 6.2.2, 6.4.3, 6.7

Cole County R-I School District, Russellville, Missouri