

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO 83647**

PROCEDURES

PROFESSIONAL DEVELOPMENT PLAN PROCEDURE

PROFESSIONAL DEVELOPMENT PLAN ORGANIZATION CHART

BOARD OF TRUSTEES	APPROVES AND SUPPORTS PLAN
ADMINISTRATION – Building & District	DEVELOP AGENDA
	CONDUCTS NEEDS ASSESSMENT
	REVIEWS PROPOSALS FOR IN SERVICE
	PROVIDES IN-SERVICE OPPORTUNITIES
DISTRICT PROFESSIONAL COORDINATOR	CONDUCTS NEEDS ASSESSMENT
	REVIEWS PROPOSALS FOR IN-SERVICE
	MAKES RECOMMENDATIONS TO SUPERINTENDENT
	COMMUNICATES WITH DISTRICT AND BUILDING ADMINISTRATORS AND SCHOOL BUILDING LEADERSHIP TEAMS
	COORDINATES WITH SCHOOL CALENDAR & DISTRICT/BUILDING ADMINISTRATORS
	PROVIDES IN-SERVICE OPPORTUNITIES
	DEVELOPS EVALUATION FORMS FOR IN-SERVICE ACTIVITIES
	SUPERVISES PROFESSIONAL DEVELOPMENT FUNDS
SCHOOL BUILDING LEADERSHIP TEAMS	CONDUCTS NEEDS ASSESSMENT
	DEVELOPS GOALS AND OBJECTIVES
	PROVIDES PROFESSIONAL DEVELOPMENT OPPORTUNITIES
	COMMUNICATES WITH DISTRICT COORDINATOR

MISSION STATEMENT

To provide opportunities that may enhance the professional and personal growth of all principals, teachers, and other district staff, and empower them to “Improve Student Achievement.”

VISION STATEMENT

To create an environment where professional development is valued, promoted, and supported by the educators of this school district.

GOALS

- To encourage district personnel to continually seek professional improvement through membership and participation in professional organizations.
- To provide training in the teaching of curriculum and other skills required for the implementation of the state achievement standards.
- To provide training that emphasizes current and on-going issues in education.
- To provide training in the state assessment measures, to include the IRI, ISAT, DWA, and DMA.
- To design evaluation tools for professional development activities.
- To conduct grade level and department meetings as needed, for the development of common skills and topics of broad interest.
- To assist individuals in the recertification process.
- To serve as “trainer-of-trainers” when appropriate.
- To provide and implement a process for assessing the professional development needs of the district and/or building.

ADMINISTRATIVE SUPPORT

The school administrators are committed to the school district philosophy and goals, are fully supportive of school board policy, and may work towards implementation of the District Professional Coordinator and each school building Leadership Team’s Professional Development Plan.

NEEDS ASSESSMENT

The needs assessment may be analyzed with regard to recertification requirements, classified staff step advancement needs, and specific learner needs.

A determination may be made by the district coordinator as to which areas of need complement and enhance the goals of School District #193. The district coordinator may also determine which areas of need are within the parameters of district or building resources. A list of the areas of need may be given to the certified staff to get their input and perceptions as to which needs they feel are of high priority. This may be done on an annual basis.

DISTRICT PROFESSIONAL DEVELOPMENT COORDINATOR

The District Professional Development Coordinator will have the following responsibilities:

- Make recommendations to the Assistant Superintendent concerning the PLC Days;
- Attend regional and national staff development conferences, and share newly acquired knowledge;
- Other duties as assigned that relate to staff development and/or recognition of staff.
- Review all certified Professional Development Units (PDU’s) and to recommend or deny in-service hours/credits.
- Support the District and School Building Leadership Teams Professional Development Plan;
- Present revisions to the Policy Committee and the Board of Trustees.

BUILDING LEVEL - LEADERSHIP TEAMS

Each school may organize a Leadership Team, which is representative of certified staff and may include the building administrator. The goals and objectives of the District Coordinator may be incorporated and adhered to at the building level. Leadership Teams will report as needed to the District Coordinator regarding building professional development activities.

The Leadership Teams shall have the following responsibilities:

- Review, approve/deny applications and allocate building Professional Leave funding, if any, according to the Building Professional Development Plan;
- Provide input to administrators concerning PLC Days;

EVALUATION OF PROFESSIONAL DEVELOPMENT ACTIVITIES AND DISTRICT PLAN

No Child Left Behind Act requires that Local Educational Agency (LEA) programs carried out under professional development will be evaluated annually and that the evaluation will be used to make decisions about appropriate changes in programs for subsequent years. Further, the section requires that the evaluation will describe how the professional development assistance affected student academic achievement and will include, at a minimum, information and data on the use of funds, the types of services furnished, and the students served. Each building will submit their annual evaluation to the district. A district-level annual evaluation is then submitted to the State.

The District Professional Development Plan will be reviewed annually. The Leadership Teams are responsible for making written recommendations to the District Professional Development Coordinator. The District Professional Development Coordinator may consider all recommendations and may submit the recommended changes to the Assistant Superintendent on an annual basis.

DISTRICT AND PROFESSIONAL LEAVE AND FUNDING

District Leave days are granted by District Administration only.

“Professional Leave shall be used to advance the certificated staff member’s general professional instructional skills, or its use shall be educationally related to the certificated staff member’s area or areas of certification, or an area or areas in which the certificated employee intends to become certified. Professional Leave will not be used to attend events or meetings sponsored by the National Educational Association, Idaho Education Association, or Mountain Home Education Association, except those events or meetings that are described in the first sentence of this paragraph and are open to certificated employees, whether or not a member of the National Education Association, Idaho Education Association, or Mountain Home Education Association, without additional fees.

Professional development funds may be allotted to each school building’s Leadership Team on an equitable basis, to be granted, based on criteria adopted by the Leadership Team. The monies may be used by that building staff for individual professional development activities.

Each school may establish a Leadership Team, which is representative of certified staff, and may include a building administrator.

The Leadership Team may be in charge of reviewing applications and allotting the building allotment of professional leave days.”

PUBLIC AWARENESS

The District Professional Development Plan is on the MHSD website for public reading www.mtnhomesd.org. Advance notice of dates for PLC Days and professional activities may be published on the MHSD website www.mtnhomesd.org.

ADOPTED: Nov 1985
Revised: Dec 2002
Revised: April 2009
Revised: September 2012

Revised: May 1990
Revised: Nov 2005
Reviewed: June 2010

Revised: May 1993
Revised: Mar 2007
Reviewed: January 2011

Revised: May 1994
Revised: Mar 2008
Revised: Feb 2012