

PENN MANOR SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: September 13, 2010

REVISED: March 5, 2012
March 18, 2013

333. PROFESSIONAL DEVELOPMENT	
1. Authority	<p>Continuing professional study and inservice training for administrative, professional, and support staff employees are prerequisites for professional development and enhanced ability to complete responsibilities, and maintaining certification.</p>
SC 517, 1205.1, 1205.2	<p>The Board encourages all district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.</p>
SC 1205.1, 1205.2	<p>In order to continue employment in the district, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.</p>
2. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved by the Superintendent of Schools 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 in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p> <p><u>Induction Plan</u></p> <p>The district shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the district.</p>
Title 22 Sec. 4.13, 49.16 Pol. 100	

<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>School system leaders 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. 4.13, 49.17 Pol. 100</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</p>	<p>The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.</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 administration to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>
<p>SC 1205.1 Title 22 Sec. 49.17</p>	<p>Professional education plans associated with the federal requirements of Title I and Title II funding shall be developed by the professional education committee and forwarded to the Board for approval prior to submission for approval by the Pennsylvania Department of Education.</p>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, as recommended by the Superintendent specific professional education activities not stated within the district's professional education plan.</p>
<p>SC 1205.2</p>	<p>Board approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p>

SC 1205.2	<p>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.</p> <p><u>Recovery Of Training Costs For Professional Employees and Support Staff</u></p> <p>In the event an employee voluntarily leaves district employment following the completion of a training program funded by the district, the employee shall reimburse the district the cost of such training as follows:</p> <ol style="list-style-type: none">1. One hundred percent (100%) of training expenses if resignation occurs within twelve (12) calendar months of the completion date of the district-paid training.2. Sixty percent (60%) of training expenses if resignation occurs between twelve (12) and twenty-four (24) calendar months following the completion of the district-paid training.3. Thirty percent (30%) of training expenses if resignation occurs between twenty-four (24) and thirty (30) calendar months following the completion date of the district-paid training. <p>Repayment obligations cease after thirty (30) calendar months of service following the completion of the district-paid training.</p> <p>Each employee shall be notified of this policy prior to participating in training programs funded by the district, and shall execute an Acknowledgement and Authorization Form, acknowledging his/her repayment obligation(s) under this policy and authorizing payroll or other deductions from monies owed to the employee, if necessary, in order to implement the repayment of the funds.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1217</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p> <p>Board Policy – 100, 806</p>
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