

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

333-AR-0. PROFESSIONAL DEVELOPMENT

The district will provide appropriate inservice seminars and relevant skills training throughout the year to all staff.

Attendance At Meeting/Convention/Conference

The district encourages employees to attend professional meetings, conventions and conferences that address current issues in education and the workplace. Approvals will be granted on the basis of the beneficial effects on the district's educational programs and operational needs.

Employees who request attendance at a meeting, convention or conference must receive prior approval from the building principal or immediate supervisor and Superintendent. The employee must complete the Request For Conference Attendance Form at least three (3) weeks prior to the event and follow the established procedure for requesting attendance.

Building principals and immediate supervisors will discuss the request with the employee and will consider the following when determining whether to approve a request for professional development:

1. Value to the district.
2. Cost to the district.
3. Relation of the program to the employee's assignment.
4. Expected participation of the employee.
5. Length of absence from duty.
6. Possible conflicts, personnel needs as a result of the absence.
7. Number of employees requesting attendance at the same meeting.
8. Number of previous opportunities attended by employee.

Normally one (1) employee per building and two (2) from the district will be the number of employees permitted to attend an event, unless initiated by the administration.

One (1) conference or convention of up to three (3) days will generally be the annual maximum for granting an employee request.

Special consideration will be given for professional development in areas of priority emphasis, as determined by the Board.

Employee Reports

An employee will complete the Report Of Conference Attendance Form and submit it to the principal or supervisor who approved the request.

The principal or supervisor will approve the report and forward it to the Superintendent. The Superintendent will provide copies of the employee's report to the Board for its information. A copy will be placed in the employee's personnel file.

Induction Plan

Beginning professional employees will be enrolled in and will complete the Teacher Induction Plan approved by the Board and Department of Education. Completion of the induction is a requirement for permanent certification.

Classroom organization, planning and management are important topics of the induction plan. In addition, mentors and beginning employees will work together to establish a pattern of assistance, guidance, diagnosis, and support during the first year of work.

College/University Courses

The district encourages employees to enroll in courses that will provide professional development for employees and will benefit the district's educational program.

Employees must receive pre-approval before enrolling in any college or university course to be eligible for tuition reimbursement and/or salary credit.

The employee must submit a completed Pre-Approval Of College/University Credits Form, with an attached copy of the course description, to the Superintendent for approval.

The Superintendent will approve or deny the request and return the signed form to the employee. A copy will be placed in the employee's personnel file.

Upon completion of a course, the employee will submit an official transcript, tuition payment receipts, and a completed Application For Credit Reimbursement Form to the Business Office for processing. A copy will be placed in the employee's personnel file.