

Staff Development

Staff development consists of a cyclical process of self-renewal containing the following activities each year: Needs assessment, objectives, program planning, approval, implementation, evaluation.

Staff development should be ongoing for each staff member, each building staff and the district staff as a whole.

Process

1. Needs Assessment: The needs of staff shall be assessed on a regular basis.
2. Objectives: Needs assessment results will be used to determine district-wide staff development objectives and insure that these intended outcomes are consistent with overall district improvement goals and the district's strategic plan. Building and individual programs aligned with district improvement objectives will receive priority.
3. Program Planning Approval/Implementation: The content of each course shall include applicable current research and/or application of established professional practices. Instructors, material and facilities shall be selected on the basis of program objectives.

- a. Individuals: Individuals are encouraged to plan and implement personal and professional improvement programs. The district encourages each staff member to plan programs based on personally identified needs, administrative evaluation information, test results, building/department and district improvement goals.

The district will periodically publish lists of district sponsored/approved courses and staff development programs. Individuals who develop an awareness of an expanded need (e.g., for a department, grade level, building, etc.) are encouraged to present their ideas to their principal, department head or supervisor for consideration for inclusion in department, building or district plans.

- b. Building and Departments: Principals and department head are encouraged to suggest and assist, where appropriate, in the planning and implementation of staff development programs for total groups or identified sub-groups of the total with the involvement of appropriate staff members. Principals and department head should plan building/department programs in conjunction with staff using needs assessment information, test results, building/department and district goals. Other outside sources of information such as parent/community surveys, self-evaluation programs, etc., should also be used to plan appropriate staff development programs.
- c. District Programs: Each year programs corresponding to district identified staff development needs and goals will be developed. Such programs will be coordinated with other school districts to take advantage of cost sharing and resources that might not be available otherwise.

The district will make a concerted effort to identify a base of core programs focused on the ongoing needs of both classified and certified staff.

4. Evaluation: Each district-sponsored staff development program will be evaluated in terms of the degree to which program objectives have been achieved, the quality of facilities, the quality of instruction, the quality of materials, and suggested improvements.

Continuing Education

1. Clock Hour Requirement

A semester hour is equal to fifteen (15) clock hours. A quarter clock-hour is equal to ten (10) clock-hours. Clock-hours can be completed:

At a college/university with a state-approved professional education program or a regionally-accredited institution of higher education.

Through an approved professional organization, approved school district, educational service district, approved private school, or the Office of Superintendent of Public Instruction (OSPI). The State Board of Education (SBE) approves inservice agencies.

2. Records

Individual records are kept at the Office of the Superintendent of Public Instruction. A staff member shall provide to that office a transcript of college/university study completed for the clock-hour requirement.

The inservice agency sends the names of all participants in each offering and the clock-hours earned that are acceptable for the continuing education requirement to the Professional Certification Section.