

## PROFESSIONAL/SUPPORT STAFF DEVELOPMENT

The Board of Education encourages professional and support staff members to pursue training activities which help them better meet the demands of their positions. Such activities may include local in-service programs, additional course work, workshops and seminars.

Planning district-sponsored in-service activities shall be the responsibility of the Staff Development Team. The Staff Development Team shall include members of the administrative team, support staff and teaching staff, the actual membership to be determined by procedures established by the Superintendent. The Team shall annually evaluate the in-service needs for the district and develop a plan of in-service activities for the professional and support staff. Such plan shall be reviewed by the District Administrative Team and submitted to the Superintendent for approval.

Outside activities (activities not sponsored by the district), may include additional course work, workshops and seminars. Teachers are encouraged to complete additional course work for advancement on the district salary schedule. The Superintendent shall develop criteria for course approval for salary schedule advancement which are consistent with the provisions of the agreement between the Board of Education and the Jefferson Education Association.

The Board shall reimburse professional and support staff members for expenses incurred in such activities, in accordance with established procedures and Board policy.

ADOPTED: December 27, 1982

REVISED: June 23, 1986  
July 27, 1987  
December 17, 1990  
July 25, 1994  
February 26, 2001  
June 21, 2004

REVIEW DATE: May 21, 2012

LEGAL REF.: Wisconsin Statutes: 121.02(1)(b)  
Wisconsin Administrative Code: PI 8.01(2)(b)

CROSS REF.: GCL-R, Professional Staff Development Guidelines  
DLC, Expense Reimbursement  
JEA Contract

## STAFF DEVELOPMENT GUIDELINES FOR PROFESSIONAL AND SUPPORT STAFF

### District-Sponsored In-service

District-sponsored in-service activities for professional and support staff shall be determined by the Staff Development Team consisting of support staff, teacher, and administrator representatives. Utilizing staff involvement, the Staff Development Team shall determine areas in which improvement is needed and establish programs designed to meet those identified needs. Specifically, the In-service Team:

1. Shall determine in-service goals and objectives using staff input, develop a plan of action to meet those goals and objectives, and evaluate the effectiveness of in-service programs. In-service plans shall be reviewed by the District Administrative Team and submitted to the Superintendent for approval.
2. Shall meet as needed during the school year. Released time for the Staff Development Team meetings shall be at the discretion of the Superintendent.
3. Shall consist of:

JEA President (Co-Chair)  
One Classroom Teacher (Elem., MS, HS)  
One Special Education Teacher (Elem., MS, HS)  
One Program Specialist – each level (Music, Art, PE, LMC – Elem., MS, HS)  
One Special Education Specialist (K-12)  
Superintendent/Designee (Co-Chair)  
Pupil Services Director  
One Building Principal  
One Support Group Supervisor  
Mentor Program Administrator  
JSSF President (Co-Chair)  
One Administrative Assistant  
One Custodian  
One Food Service Staff Member  
One Paraprofessional

Team members shall be appointed by the JEA and JSSF presidents based upon their interest and desire to serve, except that the administrator representative shall be appointed by the Superintendent. Team members shall serve a term of two years, with an option to serve a third year if desired. Appointments shall be made prior to the end of each school year for the following school year.

Members shall attend all Team meetings and shall serve as a liaison between the Team and the professional and support staff in their school buildings.

District in-service activities may only be scheduled after school hours and on days set aside for in-service on the school district calendar, except as otherwise approved by the Board of Education.

#### Additional Course Work

Additional course work taken by teachers for advancement on the salary schedule must be approved by the Superintendent. Courses shall be approved if they meet the following criteria:

1. The course is a graduate level course.
2. The course is in the teacher's teaching field. If it is not in the teacher's field, it must be closely enough allied to be acceptable toward a degree in the teacher's field.

Courses not meeting the above criteria may be approved if it can be demonstrated that the course will be beneficial to the individual's job performance.

#### Workshops, Conferences, Seminars

Professional and support staff attendance at workshops, conferences or seminars must be approved by the building principal/supervisor. Actual expenses for approved attendance, including travel, lodging, meals and registration, shall be paid by the district from funds budgeted by the principals for that purpose. Any reimbursements shall be in accordance with Board policy. Whenever possible, professional and support staff should identify such travel and expense at the time school budgets are being developed.

*5/24/10*