

**CODIFICATION REFERENCE NUMBER: 3244**

**DATE:** April 4, 1995

### **STAFF DEVELOPMENT**

#### **RESPONSIBILITY:**

Continuous attention is given by all levels of staff and administrative personnel to identify needs for staff development. All planned programs are coordinated by the Assistant Superintendent. Inservice programs for non-professional personnel are coordinated with the Business Administrator.

#### **PROCEDURES:**

1. Inservice activities will be developed to help introduce new curricula, prepare staff for directions the District is moving in, improve skills and abilities identified as a result of observation and supervision, and instructional needs identified by the staff.
2. The types of inservice activities planned for the staff will include workshops with consultants and staff leaders, out-of-district visitations, curriculum committees and staff oriented projects.
3. Timelines for implementation will be established by the Assistant Superintendent.
4. Administrators may approve other activities for staff members. The activity must be deemed educational relevant by the administrator. There should be some demonstrable product as a result of the staff member's activity.
5. All staff members must be accounted for on inservice days. Each administrator will be responsible for accounting for staff members in other than scheduled activities.
6. All administrators will help give out inservice evaluation forms and collect them after the program.