



**Section:** ADMINISTRATIVE EMPLOYEES  
**Title:** PROFESSIONAL DEVELOPMENT  
**Adopted:** February 20, 1996  
**Revised:** December 18, 2001

	<b>326. PROFESSIONAL DEVELOPMENT</b>	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>Continued professional study and in-service training are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all administrative personnel.</p> <p>The Joint Operating Committee defines the following:</p> <p><b><u>Conferences/Conventions</u></b></p> <p>This is a multi-day affair, generally involving registration, lodging, food expenses, transportation (other than local) and tends to be regional, state or nationwide.</p> <p><b><u>In-Service Programs (Outside District-Sponsored)</u></b></p> <p>Tends to be instructive or explanatory in nature and is usually scheduled not to exceed one day. These programs may involve registration, meals and exclude lodging.</p> <p><b><u>Meetings</u></b></p> <p>An event that school district personnel must or should attend for the benefit of the district. These programs may involve registration, meals and excludes lodging.</p> <p><b><u>Graduate Study</u></b></p> <p>Approved university/college courses for which credits are awarded. Utilized to improve administrative skills and/or achieve a certification.</p> <p><b><u>Professional Organizations</u></b></p> <p>Membership in local, regional, state and national organizations designed to promote the profession and educate the membership.</p> <p>The Joint Operating Committee approves budgeted amounts each year for implementation of professional growth activities.</p> <p>The Joint Operating Committee establishes implementation procedures for graduate study and professional organization membership through the Act 93 Meet and Discuss process with administrators.</p>	

	<b>326. PROFESSIONAL DEVELOPMENT</b>	
	<p>The Joint Operating Committee authorizes the Administrative Director to prepare and implement a professional development plan.</p> <p><b><u>Professional Education Plan</u></b></p> <p>The Joint Operating Committee shall appoint to the professional education committee parents 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>The Joint Operating Committee shall approve a professional education plan that is designed to meet the educational needs of the CTC and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Joint Operating Committee shall approve the plan prior to submission for approval by the Department of Education.</p> <p>The Joint Operating Committee shall ensure an annual review of the CTC's professional education by the professional education committee to determine if the plan continues to meet the needs of the CTC, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Joint Operating Committee and the Department of Education.</p> <p>The Joint Operating Committee may approve, on a case-by-case basis, specific professional education activities not stated within the CTC's professional education plan. Joint Operating Committee 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> <p>If the CTC assumes all costs of credits or hours, the Joint Operating Committee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p> <p>In order to continue employment in the CTC, professional employees are required to meet all obligations necessary to maintain active certification.</p> <p><b><i>Refer to Policy 326 for a copy of the Professional Development Plan.</i></b></p>	<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</p> <p>SC 1205.1</p> <p>SC 12.05.2</p> <p>SC 1205.2</p> <p>SC 1205.2</p> <p>SC 1205.1, 1205.2</p> <p>School Code 1144, 1205.1, 1205.2</p> <p>PA Code Title 22 Sec. 4.13, 49.16, 49.17</p>