

# MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED: January 11, 2012

REVISED:

	<p style="text-align: center;">333. PROFESSIONAL DEVELOPMENT</p> <p>1. Authority</p> <p>Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.</p> <p>SC 517</p> <p>The Board recognizes the value of providing opportunities for all district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.</p> <p>SC 1205.1, 1205.2</p> <p>In order to continue employment in the district, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.</p> <p>2. Guidelines</p> <p><u>Graduate/Special Courses</u></p> <p>The Board recognizes the need to assist full time employees in pursuing additional education or training course offerings in order to maintain a well trained staff.</p> <p>The Superintendent shall be responsible for the administration of this program.</p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p>
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<p>Title 22 Sec. 4.13, 49.16 Pol. 100</p>	<p><u>Induction Plan</u></p> <p>The Board recognizes the desirability of providing special assistance and support to teachers new to the district.</p> <p>The district shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the district.</p> <p>To implement such an induction program, the Superintendent shall establish administrative regulations in accordance with the guidelines established by the Department of Education.</p>
<p>SC 1205.5, 1217</p>	<p><u>Induction Program for School System Leaders</u></p> <p>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.</p>
<p>SC 1205.5</p>	<p>School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</p>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17 Pol. 100</p>	<p><u>Professional Education Plan</u></p> <p>The Board shall appoint to the professional education committee parents/guardians 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>SC 1205.1</p>	<p>The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Board shall approve the plan prior to submission for approval by the Department of Education.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>

SC 1205.2	The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.
SC 1205.2	Board 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.
SC 1205.2	If the district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.
	<p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1144, 1151, 1205.1, 1205.2</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p> <p>Board Policy – 100</p>