

PROFESSIONAL STAFF DEVELOPMENT

The Board recognizes its particular responsibility to provide opportunity for the continual professional growth of its certificated staff. Such opportunities include, within budgetary limitation, special in-service training courses, workshops, school or District visitations, conferences, professional library, and assistance from supervisors and consultants.

In line with such opportunities, the Board encourages educational research by staff members when the conduct of the project does not conflict with the major functions of the schools. The Board therefore sets forth the following in-service training opportunities:

- Up to two (2) in-service training days may be scheduled in lieu of snow days, contingent upon the occurrence of the following conditions:
 - One (1) or two (2) unused snow days being available.
 - The in-service day(s), if they are to occur, shall be scheduled on or after April 1.
 - In-service training days are considered full-duty days, and all standards as to workday, attendance, etc., shall be followed.

If the District compensates the staff member for attending in-service training courses, no credit shall be allowed for advancement on the salary schedule.

Guidelines for District-sponsored courses and workshops

Instructional time:

- One-hour course - minimum of twelve (12) clock hours of instruction.
- Two-hour course - minimum of twenty-four (24) clock hours of instruction.
- Three-hour course - minimum of thirty-six (36) clock hours of instruction.

District-sponsored courses offered for less than twelve (12) hours will be credited as follows:

- One quarter (1/4) credit - minimum of three (3) clock hours of instruction.
- One-half (1/2) credit - minimum of six (6) clock hours of instruction.
- Three-quarters (3/4) credit - minimum of nine (9) clock hours of instruction.

Instructors - qualifications:

- Personnel who are graduated from an accredited college or university or who function as representatives of a corporation in a trainer capacity.

- All instructors under the preceding paragraph must be qualified in the subject related to the course.
- Personnel who have not been graduated from an accredited college or university may be used as resource people provided they qualify as experts or are well versed or experienced in the subject to be taught. Personnel in this category may not be used for more than one-third (1/3) of the total instruction.

Presentation of course for approval:

- The department, organization, or person requesting a District-sponsored course or workshop shall appear before the Committee and ask for approval of the course. The following information shall be submitted to the Committee in writing:
 - Title of course and number, if any.
 - Complete outline of the course and schedule.
 - Duration of course in clock hours.
 - Number of credits or units to be earned.
 - Teachers qualified to attend the course for credit, either by department, subject matter, and/or grade level.
 - Purpose of the course. Instructors, when submitting a course for approval, will include a written statement in the course description that will clearly indicate how the course content will assist the enrollees with their teaching or administrative assignment.
 - List of materials, training aids, books, A-V materials, and facilities to be used for the course.
 - Approval of building principal for use of the facilities. If the course is not to be conducted within the facilities of the District schools, then furnish approval of the person responsible for said building.
 - Cost to staff members, if any, and reason for charging.
 - If applicable, list of supplies and/or materials that staff members are required to furnish on their own.
 - Names of all instructors meeting the requirements outlined above in the first two (2) paragraphs under the heading "Instructors - qualifications."
 - The names of all instructors and guest speakers who come under the third (3rd) paragraph above under the heading "Instructors - qualifications"; their place of employment; qualifications and experience related to the subject; and specifically

what they expect to cover in this course. If the person is well known to the community, the state of Arizona, or the nation, all that is required is the name of the individual.

- At the end of every course or workshop, instructors will conduct a postcourse evaluation, allowing each enrollee to provide a written evaluation of the course or workshop. These evaluations are to be collected and filed in the office of the supervisor of media-library at the same time the list of enrollees completing the course or workshop is filed with the District office.
- A District employee who teaches an in-service class for the first time will receive participant credit according to the following guidelines: Teachers of academic in-District classes with eight (8) to thirty (30) participants will receive one (1) credit for preparation and one (1) credit for teaching; and teachers of academic in-District classes with classes over thirty (30) participants will receive one (1) credit for preparation and one and one-half (1.5) credits for teaching; all of which shall be considered equivalent to accredited college/university graduate units. A District employee who teaches the same in-service class a second time will receive only participant credit, to be considered equal to accredited college/university graduate units.
- Any class with under eight (8) participants will be canceled unless deemed necessary by an assistant superintendent.
- In-service classes may not be offered more than twice for instructor credit unless requested by District administration. Credit or remuneration to District employees teaching a class more than twice will be acted upon by the Professional Growth Committee based on an assessment of District needs.
- Graduate credits earned by teaching District in-service classes after August 27, 1984, may not exceed eighty percent (80%) of the required credits for advancement on the salary schedule from one (1) class to another. In this case at least twenty percent (20%) of credits earned for advancement shall be accredited college/university units.

The Professional Growth Committee shall have the authority to make decisions for approval or disapproval of courses with respect to the above criteria. The Committee may, at its discretion, refer to the Superintendent and the Governing Board any request that it feels is controversial. In such cases, the Superintendent and the Governing Board may approve or disapprove the course or refer it back to the Committee for approval or disapproval.

It will be the responsibility of the Superintendent to assign the number of personnel he deems necessary to supervise the course and any other duties the Superintendent wishes to delegate. One (1) specific duty shall be supervision of attendance.

Staff members who enroll in District-sponsored courses are required to attend all class meetings. All work missed because of absence will be made up, at the discretion of the sponsors. Unexcused absences will be handled as follows:

- One-hour credit course - one (1) hour of unexcused absence is allowed.
- Two-hour credit course - two (2) hours of unexcused absence are allowed.
- Three-hour credit course - three (3) hours of unexcused absence are allowed
- Courses offered for less than twelve (12) hours will require full attendance in order to receive the partial credit.
- Personnel who exceed the number of allowed unexcused absences shall automatically be dropped from the course and no credits shall be awarded.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-342

CROSS REF.: GCBA - Professional Staff Salary Schedules