

# Wilson County Board of Education

Policy Description:

In-Service and Staff Development Opportunities

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Policy Number:

5.113

Amended Date:

04/07/08

Rescinds:

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1 **IN-SERVICE EDUCATION**

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3 In-service education is a program of planned activities designed to increase the competencies needed by all  
4 personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills and  
5 attitudes which enable personnel to perform their tasks with maximum effectiveness.<sup>1</sup>

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7 *Administrative and Supervisory Employees*

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9 These employees shall show evidence of continual professional growth by attending in-service programs and  
10 institutes, studying professional literature, meeting with other professionals for discussion and otherwise keeping  
11 abreast of research in methodology, curriculum, student growth and development.

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13 Each principal and administrator shall be required to attend the principal-administrator academy for instruction in  
14 accordance with State Guidelines.<sup>2</sup>

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16 *Professional Employees*

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18 The Board and the Association agree to establish a professional development committee that shall ascertain the  
19 professional development needs of employees. The committee shall consist of thirteen (13) members, seven  
20 (7) to be appointed by the Association and six (6) to be appointed by the Board. The committee shall designate  
21 the chairperson.

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23 The committee shall hold its first meeting on or before March 1 of each year. An annual report shall be  
24 submitted to the Director of Schools. The Board shall set aside funds that shall be made available for the  
25 professional development program.

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<sup>1</sup> State Department of Education Guidelines for Planning Approvable In-Service Education Activities, 1997; TCA 49-1-214; TCA 49-6-3004(c)(1)

<sup>2</sup> TCA 49-5-5703(a)

1 *Support Personnel*

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3 The immediate supervisor shall be responsible for providing in-service training. Absences to attend meetings  
4 relating to the employee's job description may be granted by the Director of Schools without loss of pay to the  
5 employee.

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7 **STAFF DEVELOPMENT PROGRAM**

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9 Staff development programs and activities shall reflect the National Standards for Staff Development and shall  
10 reflect the needs identified in school improvement plans.

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12 The Board may pay expenses of selected personnel who participate in the training sessions conducted by the  
13 State Department of Education.

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15 The Director of Schools shall involve central office personnel and staff development trainers in developing the  
16 system wide staff development program and schedule and shall recommend it to the Board for approval.

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