

**AMSA Board of Trustees  
Executive Director Professional Development Policy**

**Background**

The Board of Trustees believes that the excellence in teaching, administration and support services are critical drivers of success for AMSA and its students. We also believe that achieving and maintaining excellence is an ongoing process of learning. Therefore, AMSA provides professional development opportunities to help teachers, administrators and staff to continuously improve their skills.

**Process of Professional Development**

To achieve the goal of ongoing professional development of all staff, the Executive Director will budget and oversee a program for all personnel, including himself or herself, as appropriate. As a matter of school operation, the Executive Director will have final authority over the design, execution and disbursement of funds for professional development activities. Any professional development event for the Executive Director with an expense greater than \$2500 or more than three (3) consecutive school days requires Board Chair approval.

The Executive Director may also propose unbudgeted professional development activities for himself or herself to the Board of Trustees for approval. The Board of Trustees will approve such requests, if in its opinion the benefit to AMSA is proportional to the expense incurred.

Policy Number	A-106
Adopted	4-28-16