

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: April 28, 2004

REVISED:

	<p style="text-align: center;">333. PROFESSIONAL DEVELOPMENT</p> <p>1. Purpose Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.</p> <p>2. Authority The Board encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.</p> <p>3. Guidelines <u>Graduate/Special Courses</u></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.</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.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>All administrators shall file annually a record and description of the attainment of approved credits with the office of the Superintendent.</p> <p>Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, or individual contract, after satisfactory completion of the program and submission of documentary evidence.</p>
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	<p><u>Professional Education Plan</u></p>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</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 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 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>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. 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.</p>
<p>SC 1205.2</p>	<p>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>
<p>SC 1205.1, 1205.2</p>	<p>In order to continue employment in the district, certificated administrative employees are required to meet all obligations necessary to maintain active certification.</p>