LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: March 15, 2007

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333. PROFESSIONAL DEVELOPMENT

1. Authority

Continuing professional study and in-service training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.

The Joint Operating Committee directs school employees to further their professional and personal advancement through graduate study, in-service training, conference attendance and professional development activities.

3. Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the school or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with the applicable terms of the Collective Bargaining Agreement, Administrative Compensation Plan or Individual Contract and the Professional Education Plan.

All eligible employees shall submit during the budgeting process to the Administrative Director their intent to participate in approved courses prior to registration and enrollment of courses.

Approved graduate study or special courses/programs may be of sufficient advantage to the school to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the Collective Bargaining Agreement, Administrative Compensation Plan, Individual Contract or Joint Operating Committee resolution.

Induction Plan

The school shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the school. The school shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Joint Operating Committee and submission to the Department of Education, the induction plan shall be made

	available for public inspection and comment in the school's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.
	Induction Program for School System Leaders
	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.
	For purposes of this policy, school system leaders shall include the Administrative Director and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.
	Professional Education Plan
SC 1205.1 Title 22 Sec. 4.13, 49.17	The Joint Operating Committee 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.
	The school shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations.
SC 1205.1	The professional education plan shall be designed to meet the educational needs of the school and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; include training on subjects required by law, regulations and Joint Operating Committee policy; and identify approved providers. Prior to approval by the Joint Operating Committee and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the school's administrative office and the nearest public library for a minimum of twenty-eight (28) days.
SC 1205.1	The Joint Operating Committee shall ensure an annual review of the school's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the school, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Joint Operating Committee and the Department of Education.
SC 1205.2	The Joint Operating Committee may approve, on a case-by-case basis, specific professional education activities not stated within the school's professional education plan. If the school assumes all costs of credits or hours, the Joint Operating Committee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.

SC 1205.2 SC 1205.1, 1205.2	Trauma-Informed Approach Education – The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law. The school shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to: 1. Recognition of the signs of trauma in students. 2. Best practice for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support. 3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma. 4. The school's policies regarding trauma-informed approaches. 5. The school's policies regarding connecting students with appropriate services. Training shall be based on evidence-based or evidence-informed programs that meet the needs of the school's local community and reflect current best practices related to trauma-informed approaches.