

PERSONNEL

ADMINISTRATIVE REGULATION -- STAFF DEVELOPMENT

AR 4131

Program managers shall ensure that instructional staff members have opportunities to learn and improve their skills, both from outside sources and from each other. Staff development opportunities may be provided on days that are not counted as instructional time, provided the following conditions are met:

1. The staff development program shall meet the program=s educational priorities and be consistent with regulations adopted by the State Board of Education, pursuant to Education Code '44579.1.
2. The program shall provide staff development in the academic content of the core curriculum relevant to the participant(s); in instructional methods, including teaching strategies and classroom management; and in any other training designed to improve student performance.
3. Each staff development day shall be at least as long as the full-time instructional day for the participating certificated employees. However, a single staff development day may be conducted over several calendar days.
4. For each staff development day provided under this program records of attendance shall be maintained and participants shall be present for the full day. Program managers shall maintain a contemporaneous record of attendance of the eligible participants who attended each full staff development day for which the program requests funding. If a single staff development day is conducted over several calendar days, the attendance records must evidence that each employee who participated was present for the equivalent of a full-time instructional workday.
5. If the staff development day is conducted after completion of an instructional day, it may not be held on a minimum day for which parents/guardians were notified pursuant to Education Code '44579.1.
6. Each eligible certificated bargaining unit member, instructional aide, or teaching assistant shall receive his/her daily rate of pay for each full day of staff development participation.

APPROVED BY COUNTY SUPERINTENDENT:           September 2, 1999