

Introduction

The Staff Development Program of the District consists of a cyclical process of self-renewal containing the following activities each school year:

1. Needs Assessment
2. Goal Identification
3. Program Planning
4. Program Approval
5. Program Implementation
6. Program Evaluation

The Office of Staff Development will coordinate this process throughout the District. Individuals and groups are encouraged to use the same process for meeting individual and building staff needs. Staff development should be ongoing for each staff member, each building staff and the District staff as a whole.

Process

1. Needs Assessment: It is the responsibility of the Office of Staff Development to assess the needs of District employees on a regular basis.
2. Goal Identification: The Office of Staff Development will use needs assessment results to help determine districtwide staff development goals and insure that these goals are consistent with overall District improvement goals. The Office of Staff Development will give priority support to building and individual programs aligned with District improvement goals.
3. Program Planning Approval/Implementation: The District recognizes a wide variety of staff development programs, including but not limited to, professional seminars, college courses, presentations by resource people, on-site visitations and educational/professional conferences.
  - a. Individuals: Individuals are encouraged to plan and implement personal and professional improvement programs. The District encourages each staff member to plan programs based on personally identified needs,

administrative evaluation information, test results, building/department and district improvement goals.

The Office of Staff Development will periodically publish lists of District sponsored/approved courses and staff development programs. Further, the Office of Staff Development will act as a clearing house for programs being offered in and around the Puget Sound area. Individuals who develop an awareness of an expanded need (e.g., for a department, grade level, building, etc.) are encouraged to present their ideas to their principal, department head or supervisor for consideration for inclusion in department, building or District plans.

- b. Building and Departments: Principals and department heads are encouraged to suggest and assist, where appropriate, in the planning and implementation of staff development programs for total groups or identified sub-groups of the total with the involvement of appropriate staff members. Principals and department heads should plan building/department programs in conjunction with staff using needs assessment information, test results, building/department and District goals. Other outside sources of information like parent/community surveys, self-evaluation programs, etc., should also be used to plan appropriate staff development programs. The Office of Staff Development will provide assistance in program planning and implementation. When time and/or resource conflicts arise, priorities will be given to programs most in line with District improvement goals.
- c. District Programs: Each year programs corresponding to district identified staff development needs and goals will be developed through the Office of Staff Development.

Whenever possible, these programs will be coordinated with other school districts to take advantage of cost sharing and resources that might not be available otherwise. When circumstances dictate, the District may cooperate with other districts to co-sponsor programs.

The Office of Staff Development will make a concerted effort to identify a base of core programs focused on the ongoing needs of both classified and certified staff.

Whenever possible the Office of Staff Development will call on District employees with recognized skill and knowledge to plan and conduct inservice programs. Employees will also be encouraged to learn new skills to be shared through District staff development programs.

4. Evaluation: It is the responsibility of the Office of Staff Development to evaluate all District-sponsored staff development programs.

When appropriate and when time and resources permit, the Office of Staff Development will evaluate other staff development programs. Both formal and informal methods of evaluation will be employed.

Implemented:  
Amended

March 17, 1986  
October 6, 2022

North Thurston School District  
(number change only)