

223 - PROFESSIONAL DEVELOPMENT OF ADMINISTRATORS

A Professional Development Plan (PDP) for licensed employees shall be developed and/or updated annually under the leadership and supervision of the District Administrator. The plan shall include a section addressing the professional development needs of licensed administrators.

Administrators shall engage in independent and active efforts to maintain high standards of knowledge, skills, and professional competency and practice. Accordingly, subject to applicable budgetary constraints and supervisory approval in situations where District funds or time away from work are needed, administrators are encouraged to continue professional growth through the following:

1. Active involvement in formal and informal professional learning communities both within and outside the District;
2. Use of a wide range of technology-based resources;
3. Leading professional development activities for District employees or other educators;
4. Participation in conventions, programs, professional meetings and other activities conducted by local, state and national administrator associations;
5. Seminars, workshops and courses offered by institutions of higher learning; and
6. Other formal and informal professional development activities, including any activities appropriate for the particular administrator that may already be included in the District's staff development plan for licensed employees.

Expenses directly related to professional development activities that have advance supervisory approval will be paid for or reimbursed by the District, to the extent and in the manner provided, by applicable District procedures.

Administrators are expected to use the District's performance evaluation process as an opportunity for direct discussion between the administrator and his/her supervisor/evaluator concerning the standards, content areas, and/or specific activities that would be most beneficial for the administrator to consider as a focus for his/her upcoming professional development activities.

Any administrator who is subject to the PDP process specified by the Department of Public Instruction in relation to state licensure is encouraged to consult with his/her direct supervisor concerning activities that the administrator may choose to include in his/her PDP. Because administrator professional development will often be more self-directed and rely more heavily on external resources, relationships, or affiliations than may be the case for non-administrative personnel, such discussions are particularly important as a means for administrators to share ideas and gain awareness of sources for high-quality professional development activities.

The District Administrator shall annually prepare and present to the Board a proposal for his/her own professional development activities, which shall be consistent with

this policy and with the District-wide PDP for licensed employees. The proposal shall (1) identify the anticipated costs of the proposed activities; (2) identify the activities that would require the District Administrator to be away from the District for more than one consecutive day; and (3) review the activities that were completed since the date of the last proposal.

The Board may modify the District Administrator's proposal, but if the Board takes no action on the proposal, the District Administrator shall implement the proposal except to the extent that the proposal involves out-of-state travel or exceeds the budgetary allocation for costs associated with District Administrator professional development activities, with District Administrator professional development activities.

Legal References: Sections 118.24(5) and 121.02(1)(b) of Wisconsin Statutes; and PI 8.01(2)(b), PI 34.03 and PI 34 Subchapter V of Wisconsin Administrative Code

Adopted: November 20, 2013

Revised: July 20, 2016