

**ADMINISTRATOR & OTHER ADMINISTRATIVE PROFESSIONAL DEVELOPMENT<sup>1</sup>**

The Administrator and Assistant Administrators shall comply with all professional development requirements contained in law and established by the district along with licensure and credential renewal requirements established by the Department of Public of Instruction and the Education Standards and Practices Board.

**Administrator Professional Development**

The Board shall pay for the Administrator’s membership in necessary associations.

The Administrator is authorized to take days for professional development each school year<sup>2</sup>. However, the Administrator shall avoid absences that will be detrimental to district operations. The Administrator shall notify the Board and receive approval prior to attending any professional development training lasting more than three sequential business days. The Administrator shall request board approval for participation in professional development activities that will incur a cost of \$2,000 or more. The District shall reimburse the Administrator for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation was approved by the Board through policy or board action.

**Long-Term Professional Development Leave**

The Board may grant unpaid or paid long-term professional development leave to the Administrator for graduate study. The granting or denial of a request for professional development leave and determination that it be with or without pay is at the sole discretion of the Board.

The Board shall make this determination based on the following criteria:

1. Needs of the District (e.g., whether the training will assist the District with achieving its goals, the degree to which the individual’s service is needed during the requested period of leave, etc.).
2. Appropriateness of the course of study.
3. Number of past leave requests made by the individual and the number that have been granted by the Board.
4. Number of years the individual has been employed by the District.
5. Length of the leave request and the time of year the employee will be absent.
6. Whether or not the individual has unused vacation, personal, or other applicable paid leave available.

Requests for leave must occur two or three months prior to the commencement date of the requested leave. The request must state the leave dates and specify programs to be pursued.

**End of Yellowstone Policy CCA..... Adopted:5/18/20**

**Reviewed: 10/21/2024**

<sup>1</sup> Boards should review the Administrator and administrators’ contract prior to adopting this policy. Do not adopt any portion of this policy covered by these contracts.

<sup>2</sup> For purposes of this section, “school year” means the period beginning July 1 and ending June 30.