

RSU #63

- a. NEPN/NSBA Code:** GCIDA
- b. Title:** Workshop Protocol
- c. Author:** Curriculum Committee
- d. Replaces Policy:**
- e. Date Approved:** 05/22/2017 RSU #63
- f. Previously Approved:** 07/31/2001
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Curriculum Committee & Policy Committee
- i. Date Reviewed:** 01/10/2017 Curriculum Committee
05/01/2017 Policy Committee
- j. References:**

Cross Referenced Policies: GBB-Staff Involvement in Decision-Making Procedures

k. Narrative:

- I.** Academic staff development is designed to offer RSU 63 academic personnel the highest caliber of professional training that will enhance faculty teaching skills and, ultimately, student learning and performance. The responsibility for staff development lies with constructive working relationships between the teachers and administrators.

- A.** The cornerstone of this effort will be the Maine State Learning Results.
- B.** Decisions on what content areas to target will be made by use of current research, data, surveys, and related policies.
- C.** The district will provide training to enhance staff knowledge and expertise. Additionally, training will be aligned with district curriculum, instruction, and assessment goals.

II. Plan of Action:

- A.** Training will typically use a Facilitative or Interactive Learning format.
- B.** The RSU 63 Teachers' Association will give input as it relates to contractual issues.
- C.** The Steering Committee will be responsible for the development of assigned workshops related to the Professional Growth and Performance Evaluation System.
- D.** Participants will evaluate each workshop and changes will be made as deemed appropriate. Surveys will be used to solicit input and gather feedback.
- E.** Whenever possible, in-house expertise will be used and teacher leadership

encouraged.

- F.** A plan and an agenda for each designated workshop will be sent to staff.
- G.** Time will be set aside for training mandated by state and federal governments.

III. Protocol for Designing Individual Plans:

- A.** A faculty or staff member required to attend in-service days may write an individual plan of action if what is being offered does not apply to their direct teaching in the classroom. The building principals will review this proposal.
- B.** Individual action plans must be submitted to the individual's building principal two weeks in advance of the scheduled workshop day.
- C.** The plan must be approved by the building principals and forwarded to the Director of Curriculum and Instruction.
- D.** For record-keeping purposes, a copy of all proposals, both approved and denied, will be forwarded to the Director of Curriculum & Instruction with an explanation for the denials.