

Houston County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 03/03/25
		Rescinds:	Issued: 07/08/13

IN-SERVICE EDUCATION

In-service education¹ is a program of planned activities designed to increase the competencies needed by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to increase student achievement.

Administrative and Supervisory Employees

Administrative and supervisory employees shall show evidence of continual professional growth by attendance at in-service programs and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

Each principal and administrator shall be required to attend the principal-administrator academy for instruction at least once every five (5) years.²

Professional Employees

A system-wide in-service committee, composed of membership from a cross-section of other personnel, shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the in-service program.¹

In-service credit shall not be given while performing duties which are required as part of regular teaching assignments.

Support Personnel

The immediate supervisors of support personnel shall be responsible for providing in-service trainings. Absences to attend meetings relating to the employee's job description may be granted by the Director of Schools without loss of pay to the employee.

PROFESSIONAL LEARNING PROGRAM

Professional learning programs and activities shall reflect the Standards for Professional Learning³ as listed below and shall reflect the needs identified in school improvement plans.

The Director of Schools shall involve central office personnel and other employees as needed in developing the system-wide professional learning program and shall recommend it to the Board for approval.

Standards for Professional Learning

Professional learning that increases educator effectiveness and results for all students are based on the following standards:

1. Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
2. Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
3. Prioritizes, monitors, and coordinates resources for educator learning;
4. Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
5. Integrates theories, research, and models of human learning to achieve its intended outcomes;
6. Applies research on change and sustains support for implementation of professional learning for long term change; and
7. Aligns its outcomes with educator performance and student curriculum standards.

Legal References

1. [TCA 49-1-214\(b\)](#); [TCA 49-6-3004\(c\)\(1\)](#); [TCA 49-5-1007](#); [TCA 49-6-1901](#); [TCA 49-5-414](#); [TCA 49-6-4213\(h\)](#)
2. [TCA 49-5-5703\(a\)](#)
3. [State Board of Education Policy 5.200](#)

Cross References

School District Planning 1.701
School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601
Staff Time Schedules 5.602
Staff Meetings 5.603
Student Suicide Prevention 6.415
Drug-Free Schools 6.307