


**Paterson Public Schools  
Paterson, New Jersey**

**Standard Operating Procedure:  
Professional Development Initiative  
and Conference Room Request**

<b>Subject: Requesting PD and Reserving a Conference Room</b>	<b>Effective Date:</b> February 3, 2015	<b>Page 1 of 1</b>
	<b>Approved:</b>	

- I. Purpose:**  
To establish a consistent process for staff to initiate professional development and/or to reserve a conference room for meetings.
- II. Authority:**  
The Chief Human Capital Officer
- III. Terms and Conditions (Requesting PD and/or a Conference Room):**  
  
All professional development initiations and requests for conference rooms must be made using this process.
  - A. The initiator must complete the Professional Development Initiative/Conference Room Request Form (PDIF) for each event requested. (Calendar of events will not be accepted.)
  - B. The initiator must obtain the approval of his/her supervisor for professional development requests followed by approval of an authorizing Cabinet member. The Cabinet member is approving that the professional development request is appropriate and is aligned with the goals of the Department. Note that teachers may not be pulled during the instructional day more than twice per month.
  - C. The initiator submits the completed form with the approval to the Accountability Department's administrative assistant.
  - D. The Director of the PD Department, or designee, will review the request to ensure the two day monthly maximum is not exceeded. Once approved, the Director of the PD Department, or designee, will add the training to the District calendar and create the event in the District event management system. Only the Director of the PD Department or his/her designee is authorized to create events or modify the details of existing events. All changes to event details must be submitted to the Professional Department via email or a revised PDIF, with "Revised Details" clearly noted on the information.

- E. The initiator may update registrant details and send out system evaluations at the conclusion of the event.

**IV. Approval Process:**

- A. The initiator will receive a response within 3 business days of receipt of the completed form.

**V. Dissemination:**

All members of Cabinet, Directors and Supervisors