



Book	Policy Manual
Section	300 Employees
Title	Professional Development
Code	333
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Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development and enhanced ability to complete responsibilities.

The Board encourages district employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or applicable collective bargaining agreement, when preapproved by the Superintendent or designee.

All eligible employees shall submit annually a record and description of the attainment of approved credits to the Superintendent or designee.

Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.[\[4\]](#)[\[5\]](#)

Induction Plan

The district shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the district.[\[6\]](#)[\[7\]](#)[\[8\]](#)

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[\[9\]](#)[\[10\]](#)

School system leaders include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[\[9\]](#)

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[\[2\]](#)[\[6\]](#)[\[11\]](#)[\[8\]](#)

The Board shall approve a professional education plan that is designed to meet the educational needs of the district and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers.[\[2\]](#)

The Board shall ensure an annual review of the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the district, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board.[\[2\]](#)

Professional education plans associated with the federal requirements of Title I and Title II funding, shall be developed by the professional education committee and forwarded to the Board for approval prior to submission for approval by the Pennsylvania Department of Education.[\[2\]](#)[\[11\]](#)

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan.[\[3\]](#)

Legal

[1. 24 P.S. 517](#)

[2. 24 P.S. 1205.1](#)

[3. 24 P.S. 1205.2](#)

[4. 24 P.S. 1144](#)

[5. 24 P.S. 1151](#)

[6. 22 PA Code 4.13](#)

[7. 22 PA Code 49.16](#)

8. Pol. 100

[9. 24 P.S. 1205.5](#)

[10. 24 P.S. 1217](#)

[11. 22 PA Code 49.17](#)

[24 P.S. 1205.6](#)

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