

Cache County School District

Policy Series 5000: Personnel

Policy No. 5700

Inservice Training

I. Purpose Statement

A. District sponsored inservice is to enhance the professional development of educators by allowing credit for lane changes and/or university credit.

1. Committee Governance

- a. The Professional Development Committee is the governing body of the Cache Inservice Academy.
- b. Composition: The professional Development Committee will be composed of eight members; two administrators, two high school teachers, two middle school teachers, and two elementary teachers. Fifty percent of the committee will be appointed by the Board and the other fifty percent by the Cache Education Association.
- c. Responsibilities:
 - i. To recommend inservice classes
 - ii. To approve/disapprove classes
 - iii. To evaluate proposed content
 - iv. To determine course evaluation criteria
 - v. To act as a liaison between the District and the university

2. Policy Detail

- a. Initiation of courses. A course may be initiated in the following ways:
 - i. By Central Office Administration recommendation
 - ii. By Professional Development Committee recommendation
 - iii. By District assessment
 - iv. By application of individual instructor (commercialization excluded)
 - v. By a teacher or a group of teachers

3. Selection and responsibilities:

- a. Selection of instructors will be based on an application using the standard District form.
- b. Class instructor will be responsible for curriculum development, collection of fees, attendance records, evaluation, record keeping and reporting.
- c. Instructor remuneration:
 - i. Salary paid for university credit courses will be commensurate with the amount paid to a university extension instructor.
 - ii. Salary paid to an instructor of non-university courses will be based on the hourly rate of their basic contract. Funding will be provided by various inservice budgets.
 - iii. Approval of course

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- d. The Committee will review all applications. Decisions will be contingent on available monies, sufficient enrollment, and course design.
- 4. Evaluation and reporting procedure:
 - a. At the conclusion of the course, the instructor will issue written credits in the form of a letter, certificate, etc. to the students and submit a class roster with credits earned to the central Office to be kept in a central credit file.
 - b. The District will maintain a data-base file of transcripts for each teacher who has taken inservice classes.
 - c. Teachers will be responsible for keeping their own record of credits earned. Formal application for lane changes must follow District policy.
- 5. Granting Credit
 - a. Use of District Service credit for a salary lane change will be subject to the following restrictions:
 - i. Two-thirds of the required credits must be university courses, which may include the 556 and 656 series.
 - ii. No more than one-third of the credits used for lane changes may be non-university credit.
 - b. The program provides two options for receiving credits:
 - i. Lane changes using non-university credit. Cache District sponsors courses through the Inservice Academy, provides instruction, approves course content, and recognizes credit toward lane changes. (This credit may not be recognized outside Cache District).
 - ii. Lane changes with university credit.
 - c. The course number 556 may be used. A course recording fee and course approval will be required by the university. The instructor must have a
 - d. The course number 656 may be used for full university graduate credit. A university registration fee and approval are required. The instructor must have at least a master's degree. A formal evaluation is required.
 - e. Contact credit requirement: A minimum of ten instructional hours is required for one inservice credit.

Legal References:

Synopsis:

Approved by the Board of Education: January 1, 1990. Last Revised: October 1, 2005