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| <p><b>PRESTON COUNTY BOARD OF EDUCATION</b></p> <p><b>FILE: 7 – PROFESSIONAL AND SERVICE PERSONNEL DEVELOPMENT</b></p> <p><b>File: 7-15 Professional Personnel Staff Development Programs</b></p> | <p><b>Last Reviewed: 6-28-10</b></p> <p><b>Next Review: 7-01-12</b></p> |
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**Purpose**

Schools exist to facilitate student learning. Ongoing professional staff development for all personnel is essential to enhancing improved teaching and student learning. Professional staff development should be a continuous, developmental process ultimately based on staff needs.

High quality staff development programs will ensure that professional staff are provided continuous high-quality, sustained, and classroom-focused professional development that increases the knowledge and skills required to create conditions that result in students achieving high levels of performance in the West Virginia Standards for 21<sup>st</sup> Century Learning;

**County Responsibility**

The Board of Education shall schedule annually at least three (3) non-instructional days of staff development for professional staff. At least two (2) of the three (3) days or their equivalent, must be scheduled prior to January 1. Exceptions to the schedule and/or staff development content may be granted for innovative programs and/or delivery upon the written request of the County Superintendent to the State Superintendent.

The Board of Education hereby establishes a Professional Staff Development Council and instructs the Superintendent to implement a comprehensive system of staff development.

The Board of Education shall make available an amount at least equal to one-tenth (.1) of one percent (1%) of the amount provided in the basic foundation allowance to the Board pursuant to §18-9A-4 and §18A-4-1, et seq., Code of West Virginia. The funds shall be credited to an account to be used by the Professional Staff Development Council to fulfill its objectives. The council shall prepare for review and approval by the Board of Education an annual budget that details all expenses and revenues including staff support. Any funds remaining in this account at the end of the fiscal year shall remain in this account and be used solely for staff development. The County Board of Education will have final approval for all disbursements. This does not preclude the use of other funding sources for additional staff development.

At the first Professional Staff Development Council meeting following the County Board of Education’s approval of its annual budget, the Superintendent or his/her designee shall provide the Professional Staff Development Council with the funding computation provided for above.

In order to meet the growing demands of school, County, State, and national priorities, this Board of Education shall seek ways to provide additional opportunities for staff development above and beyond the minimal number of eighteen (18) clock hours. Some strategies include, but are not limited to, the following: the use of banked time, extending the school calendar, seeking grant funding sources to cover costs of additional staff development, and the use of community resources.

### **Components of the County and Local School Staff Development Plans**

The process of planning school and/or County staff development initiatives to promote teaching and learning, shall include but not be limited to the following:

- ❖ individual school, County, regional, State, national, and global priorities;
- ❖ multiple input sources such as State Board goals and objectives, student test scores, faculty senate recommendations, and County Board policies to identify program needs;
- ❖ needs based objectives;
- ❖ activities that provide for individual needs as well as groups such as local school improvement councils, faculty senates and school curriculum teams;
- ❖ a systematic evaluation process for the delivery, quality, and impact of staff development; and
- ❖ provisions for follow-up staff development when the objective(s) are beyond awareness level.

### **The Focus of the Staff Development Program**

The professional staff development council retains the final authority to propose appropriate staff development programs designed to better prepare professional employees to implement the intent of State Goals and Objectives.

All professional staff shall participate in eighteen (18) clock hours of job related staff development each year. Twelve (12) of the eighteen (18) clock hours shall be directly relevant to:

- ❖ educational priorities for West Virginia to include, but not be limited to implementation of regulations, trends, and issues at the local, regional, State, national, and global levels, such as multicultural education, new instructional materials education, implementation of a monitoring system of student learning, 21<sup>st</sup> Century Teaching & learning skills, and AIDS education;
- ❖ the areas of study in which they are currently teaching;
- ❖ the teaching strategies appropriate to those areas of study;
- ❖ classroom management skills;
- ❖ techniques appropriate for learners with various exceptionalities and learning styles;
- ❖ alignment of instructional goals and objectives with effective strategies, methods and/or techniques; or
- ❖ student and program evaluation methods and instruments (policy 2510).

The County Professional Staff Development Council shall standardize the staff development plans for individual schools and persons within the County.

The Legislature has mandated that a primary goal for education in West Virginia is that every high school graduate will be prepared for college, other post-secondary education or gainful employment. Meeting the intent and objectives of that goal will require a continued focus on staff development to increase the ability of teachers and administrators to employ various methodologies for strengthening the rigor, content and relevance of the learning process and help all students achieve at higher levels.

Teachers and administrators must know about workplace requirements to help students internalize the relationship between learning in school and success in the careers they envision for themselves in adult life. Staff development opportunities shall include, but not be limited to:

- ❖ Collaboration between the County professional staff development council and the State Department of Education, institutions of higher education, the Center for Professional Development so that the resources of each can be utilized for both in-service and pre-service programs;
- ❖ Teacher and business exchange programs that enable teachers to gain exposure and experience in the workplace and business persons to gain exposure and experience in the schools;
- ❖ Structured programs or institutes that take educators into the workplace to observe the work environment and skills necessary to perform work tasks; and
- ❖ Staff development activities that include joint participation by public school, college, and other post-secondary faculty where appropriate.

### **Staff Development Council**

The Preston County Professional Staff Development Council is established under State Board rules and shall be constituted in the following manner:

- ❖ The council shall consist of between nine and 15 members at the discretion of the Superintendent based on the size of the county.
- ❖ The council shall be comprised of proportional representation from the major school levels and from vocational education, special education, and other educators in proportion to their employment numbers in the county.
- ❖ Teacher nominations to serve on the county professional staff development council may be submitted by the faculty senates of the district to the superintendent who shall prepare and distribute ballots and tabulate the votes of the county's instructional personnel voting on the persons nominated.
- ❖ Election to the professional staff development council shall be made on a staggered three-year sequence. Members shall serve three-year terms. No staff development council member may serve more than two consecutive terms. The staff development council shall appoint persons to fill vacancies occurring during an elected term and such appointees will serve until the next election.
- ❖ The Superintendent or his/her designee shall hold an advisory, non-voting role on the Professional Staff Development council and shall:
  - provide input in design of the Staff Development Council's program;

- coordinate the implementation of the Staff Development Council’s program after approval of the plan by the Council and presentation of the plan to the County Board of Education;
  - distribute information concerning program objectives, location and time, prerequisites, and other pertinent information about staff development offerings to all professional personnel within the County;
  - maintain records of enrollment, scheduling, and evaluation of each staff development activity, and compile those records into an annual report for submission to the Professional Staff Development Council.
- ❖ At the first meeting of the Professional Staff Development council in each school year (July 1 – June 30), the members of the Council shall elect a chair by majority vote. The chair shall preside over all staff development council meetings; present, prior to implementation, any program approved by the Staff Development Council to the County Board of Education; and present the annual evaluation report to this Board of Education.
  - ❖ The Professional Staff Development Council shall meet at least quarterly each year. The Staff Development Council may elect to use appropriated funds to pay council members time and/or expenses. (i.e., substitute teachers, class coverage). The County Board may provide at least two (2) hours of release time as long as funds are available.
  - ❖ Professional Staff Development Councils from two (2) or more counties may be involved in cooperatively planning, funding, and implementing County, regional, and/or State coordinated staff development initiatives. The Professional Staff Development Council and the service personnel staff development council with a County may cooperatively plan, fund, and implement staff development programs in the County.
  - ❖ Staff development programs shall be evaluated to determine the effectiveness of delivery, the quality and impact of the programs.

### **Monitoring**

Monitoring of the implementation of WV State Board of Education Policy 5500, County Professional Staff Development Council shall be conducted via the State accreditation system. (WVC §18-2E-7; §18-2E-8, §18A-3-8, SBP 2510 and SBP 5500)

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Adopted: June 27, 1983  
Amended/Revised: June 28, 2010