

PROFESSIONAL STAFF DEVELOPMENT

The Board of Education believes that the success of educational programs and operational goals depends on the professional growth and effectiveness of the entire staff. The Board also recognizes its responsibility to encourage staff development through goal-setting, budgetary commitment, and monitoring of staff development activities. The Board encourages individual pursuit of staff development experiences. The Superintendent of Schools has authority to approve release time and expenses for individual staff members' attendance at professional training conferences, study councils, in-service courses, workshops, summer study grants, school visitations, professional organizations, etc., within budgetary constraints.

After requirements for permanent certification are completed, further graduate study shall be encouraged and be considered for remuneration. Persons taking advanced graduate studies shall receive prior approval from the Graduate Studies Committee.

In-service programs will be conducted in each school of the district by the Superintendent or other appropriate personnel at least annually. The Superintendent is directed to provide for the selection of subjects pertinent to the curriculum in the school, and to build from these subjects In-Service or Staff Development courses which will help teachers in new methods acceptable to the school, or to help them to improve techniques already in use. Such programs will also familiarize the professional staff with the provisions and purposes of the school conduct and discipline policy, to ensure its effective implementation.

Ref: Education Law §3604(8)
8 NYCRR Part 80; §100.2(e)(vii)

Effective Date: January 3, 1995

PROFESSIONAL STAFF DEVELOPMENT REGULATION

In-Service Course Credit for Teachers and Teaching Assistants

The Board of Education will cooperatively develop, through the Superintendent, an annual In-Service Education Program for teachers and teaching assistants, and actively endeavor to have, through local and county-wide efforts, at least one, two credit in-service course offered either with other area schools or in this school district each semester. All teachers and teaching assistants should be encouraged to successfully complete a minimum of ten (10) in-service teacher education credit hours for each ten (10) years of employment by the school district.

Upon successful completion of approved programs, in-service credit will be granted to teachers and teaching assistants for the purpose of calculating annual salaries in a manner consistent with the prevailing agreement between the Teacher's Association and the Board. Remuneration will be available regardless of whether or not the teacher or teaching assistant incurred personal cost. In order to receive credit for salary purposes, in-service courses and assignment of credit must receive the prior approval of the Board; such approval to be given upon the recommendation of the Superintendent.

In-service credit will not be considered as a substitute for course credits mandated by the New York State Education Department to complete certification requirements as a teacher or teaching assistant.

In-service credit may be approved for undergraduate level courses taken at accredited institutions of higher education by teachers and teaching assistants if so recommended by the Superintendent. Criteria for such recommendation will include the value of such courses to the employee's professional development and training as an educator in the district. If, for any reason, the costs of such undergraduate courses are reimbursed by the district, from whatever funding source, the teacher or teaching assistant will not receive in-service credit.

Teachers who successfully complete an in-service course, which received prior approval by the Board, shall be granted credits as indicated below:

Hours of Instruction	In-Service Credit Hours
1-8	0*
9	1
25	2**
37.5	3**
50	4**

*Assignment of in-service credit hours will not be considered for an in-service course of less than nine (9) clock hours and no more than four(4) credits will be granted for any one course regardless of the clock hours of instruction.

**Each credit hour is based on 750 minutes (12.5) of instruction except the first in-service credit. This minimum standard for the second, third, and fourth credit hours is consistent with the Commissioner's Regulations.

In-service credit will not be allowed for conferences, one-day workshops, and other programs which do not have as their primary objective classroom instruction in an identified program designed to enhance the professional skills and knowledge of the participant as determined by the Superintendent.

Graduate Hours Payment

In order for a full-time or part-time teacher to receive reimbursement for graduate hours completed, an official transcript must be presented to the District Clerk. In order to receive payment in the current school year, the course must be completed prior to February 1st of the current school year. If a teacher neglects to present the official transcript to the District Clerk until a year or two later, reimbursement will be made in the year it is received, but not retroactively. Payment will be made in blocks of 6 hours only, unless this is superseded by contractual wordage.

Prior approval of all courses taken beyond B+30 level must be obtained from the Board.

Ref: 8NYCRR §50.1

Effective Date: January 3, 1995