

PROFESSIONAL DEVELOPMENT

The Ringwood Public School Board of Education believes that it has a responsibility to provide opportunities for the continual growth of its professional staff. Such opportunities shall include, within budgetary limitation, special in-service training courses and workshops as recommended by a staff development committee and/or the Board. Staff members are encouraged to seek additional and higher degrees, to obtain further certification, and to become more proficient not only in their subject area, but also in their ability to handle discipline, to motivate students, and to cope with both personal and job-related stress.

MEMBERSHIP

Membership of the Professional Development Committee shall be composed of a chairman responsible for staying updated on current laws and coordinating the committee on a renewable 4 year term, I faculty member from each the elementary and HS, an administrator and a parent. (Revised 5/01)

SELECTION OF FACULTY

A random drawing from the eligible (*) faculty members at each level shall be conducted. The faculty member will serve a two-year term, for the purpose of achieving a 50% rotation on the committee (Revised 5/01)

Beginning with the 1990 selection, only one name will be drawn and this member shall serve a two-year term. Membership shall then follow a rotating schedule. No person shall be required to serve a second term until a full faculty rotation has been made.

SELECTION OF ADMINISTRATOR

Selection of the Administrator shall be by nomination of the presiding Professional Development Committee and voted by the same. The administrator shall serve two years.

(*) Faculty members currently serving shall have their names excluded

SELECTION OF PARENT

Election of the non-faculty parent shall be by nominations submitted by the entire faculty. Rotating parents of elementary and secondary emphasis may be a consideration. The parent member shall serve one year.

The committee shall begin its term in January.

The chairperson will be recruited or appointed by the principal. The chairperson will be one of the faculty members. The chairperson will be responsible for maintenance of files as directed by the superintendent or principal. Records should include agendas from meetings and attendance records of personnel. Make up sessions and appropriate documentation shall be required and maintained.

REFERENCE: 70 O.S. S6-157 et seq.
DIV1B-R

PROFESSIONAL DEVELOPMENT
(REGULATION)

In accordance with the policy of the Board of Education, the objectives of the Professional Development Program shall be to strive to improve the competency of each professional educator in the school system and to improve the quality of instruction in the classroom.

The Needs Assessment was accomplished through:

- A. A survey of the local staff;
- B. A survey of the students Grades 3-12;
- C. A survey of the parents.

The findings of the committee were placed in priority order as follows:

- 1 Communicate Goals and Objectives of the School
 - A. To better inform the community about goals and objectives and policies of the school district (administration).
 - B. To conduct a better parent/teacher conference concerning students and specific course requirement.
- 2 Communication Techniques
 - A. To improve skills in operation and use of audio-visual equipment and materials.
 - B. To increase awareness of new audio-visual materials and techniques.
 - C. To develop public relations skills of all staff members.
- 3 Classroom Management
 - A. To increase skills of teachers to motivate student learning.
- 4. Provision for Individual Differences
 - A. To increase teachers' awareness of and sensitivity to differences among students.

Each faculty member and administrator shall be required to accumulate a minimum of ten points each year, totaling a minimum of 75 points in a five-year period. Five of the ten points to be earned annually shall be earned through activities provided by the school district through the local staff development committee. The school district, through the local staff development committee, will make available a minimum of 15 points each year. At least once a year a program shall be offered on recognition and reporting of child abuse and neglect which all teachers will be required to complete. For those teachers who are unable to complete the program on the day offered, other arrangements will be made.

One staff development point shall be equivalent of one clock hour. One semester hour of advanced college credit shall equal 15 staff development points.

1 Local District Activities

These are activities sponsored by the school district through the local staff development committee.

Alternative Activities

These activities shall include advanced higher education courses, State Department of Education workshops, professional meetings and conventions, and local activities other than those sponsored by the local staff development committee. The objectives of all alternate activities shall relate directly or indirectly to the overall objectives established through the needs assessment conducted by the local staff development committee.

3 Other Activities

These shall include activities which do not fall into the above categories and which must be approved by the local staff development committee and/or superintendent.

Each participant of each activity shall complete a "Participant's Report" stating the objectives of the activity, an evaluation of the activity, and the number of staff development points earned. These reports shall be submitted to the principal's office for placement in the individual files of the participants.

Each participant's report submitted by the teachers shall bear the signature of the staff development committee chairman verifying that the activity meets the requirements as set forth in this regulation. Each report submitted by administrators shall bear the signature of the superintendent verifying that the activity meets the requirements as set forth in these regulations.

A record shall be maintained by the superintendent of all staff development points earned by each teacher and administrator. Each staff member shall be notified annually by the Staff Development Chairperson as to the staff members point status.

Staff points shall not be awarded unless the participant's reports have the verifying signatures as outlined above.

Staff development points may be earned by participation in:

- A. Activities sponsored by the school district through the local staff development committee.
- B. Alternate activities which may include:
 - I Various local, district, state and national meetings
 - 2. College courses
 - 3. Observations during visits to other schools
 - 4. Travel related to the area of need
 - I Other alternative activities

All alternate activities must have the prior approval of the staff development committee and/or Superintendent. If the Superintendent fails to approve an alternate activity, the teacher shall have the right to appeal to the Board of Education.

The district shall keep on file a record of each locally or cooperatively sponsored activity. These records shall contain:

- A. The name of the activity
- B. The objective of the activity
- C. A description of the activity
- D. An evaluation of the activity
- E. The amount of funds expended on the activity and the source of funds
- F. The names of the participants.

The staff development committee shall evaluate the program annually as to:

- A. The needs-assessment technique and instruments used
- B. A check of the priorities
- C. A review of the plans to assure that objectives are based on identified needs
- D. Observing that a cross section of the district is involved in the program
- E. A review of the participant's self-evaluation
- A Assessing the cost of the program