

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300 Employees

TITLE: Professional Development

ADOPTED: August 27, 1981

REVISED: September 14, 2017

333 PROFESSIONAL DEVELOPMENT

Purpose

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

Authority

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

Definitions

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

Mandated Regulatory Procedures

Graduate/Special Courses

Only courses of study that are preapproved in writing 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, an individual contract or an applicable collective bargaining agreement.

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 an individual contract, applicable collective bargaining agreement, or SRC resolution. [\[4\]](#)[\[5\]](#)

Induction Plan

The district shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position

for forty-five (45) days or more, educational specialists and teachers new to the district. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the SRC and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[\[6\]\[7\]\[8\]](#)

Continuing Professional Education 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.[\[9\]\[10\]](#)

Professional Education Plan

The SRC 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.[\[2\]\[11\]](#)

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the district and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and identify approved providers. Prior to approval by the SRC and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[\[2\]\[7\]\[8\]\[11\]](#)

The SRC 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, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the SRC and the Department of Education.[\[2\]](#)

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

If the district pays all costs of credits or hours, the SRC may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[\[3\]](#)

Other Professional Development Activities

Meetings/Programs –

There shall be no loss of salary for absences due to attendance at official school district meetings.

Professional employees may, on the recommendation of the building principal and approval of the Assistant Superintendent, be excused without loss of salary to attend the sessions of an

appropriate educational program provided not more than one (1) employee is excused from a school at one time and that the benefits accruing to this person shall be capitalized upon by the school group of which s/he is a member.

The building principal shall be responsible for the selection of appropriate employees whose attendance at the educational program will result in maximum value to the school. Such attendance may be approved only where the program has specific relation to problems which are under consideration by the school staff or by a group within the staff. If representation is in excess of that provided, the matter shall be decided by the Superintendent or designee.

Educational Conventions –

Approval to attend educational conventions may be granted either without loss of salary or with complete loss of salary, depending upon the nature of the convention and the relationship of the employee to it.

Professional employees should not make commitments to appear on programs without first obtaining assurance from the Superintendent or designee that a leave of absence for that purpose will be granted.

Observations –

The Superintendent may grant a leave of absence for the purpose of observation without loss of salary to teachers under the following conditions:

1. The approval of the building principal of the school involved and Assistant Superintendent have been obtained.

Observation in other district schools or in the employee's school may be permitted for two (2) days each school year.

Observation in schools outside the district may be permitted for two (2) days each school year. Such visits shall be restricted to schools where the opportunity to gain professional help exists to an acceptable degree. Requests should not be made for days immediately preceding or following a school holiday.

Observations in business and industrial concerns may be substituted for observation in schools.

If the observation is outside the school district, a written report of the observation shall be sent through the building principal and Assistant Superintendent within two (2) weeks following the visit.

Legal References:

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 49.16

7. 22 PA Code 4.13

8. Pol. 100 - Comprehensive Planning

9. 24 P.S. 1205.5

10. 24 P.S. 1217

11. 22 PA Code 49.17

Related Information:

24 P.S. 1205.6

Pol. 806 - Child Abuse