

Administrative Procedures for Professional Learning
(Attachment for Policy No. 333)

Purpose:

These administrative procedures provide guidance regarding attendance at professional learning.

Definitions:

School system leaders: are defined as principals, assistant principals, Assistant Superintendents, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.

Attendance at Professional Learning Activities:

Meetings-

There shall be no loss of salary for absences due to attendance at official 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 the employee 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 a building principal decides that representation in excess of one employee will benefit the school community, the Superintendent or designee may authorize more than one school employee to attend an educational program.

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 or designee, 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 the approval of the Assistant Superintendent have been obtained.

Observation in the employee's school, other District schools, **or 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 support the professional learning of the educator exists to an acceptable degree. Requests should not be made for days immediately preceding or following a school holiday.

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

A written report of the observation that summarizes the learning and how it will be applied to the educator's practice shall be sent to the building principal and Assistant Superintendent within two (2) weeks following the visit.

Maintenance Schedule:

These administrative procedures will be revised in alignment with the policy every three years.