

Marion County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Staff Development Opportunities	Descriptor Code: 5.113	Issued Date: 04/24/01
		Rescinds: 5.113	Issued: 07/18/00

1 **IN-SERVICE EDUCATION**

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3 In-service education is a program of planned activities designed to increase the competencies needed by
4 all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
5 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness.¹

6 *Administrative and Supervisory Employees*

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9 These employees shall show evidence of continual professional growth by attendance at in-service
10 programs and institutes, studying professional literature, meeting with other professionals for discussion,
11 and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

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13 Each principal and administrator shall be required to attend the principal-administrator academy for
14 instruction at least once every five (5) years.²

15 *Professional Employees*

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18 A system-wide in-service committee, composed of membership from a cross-section of other personnel,
19 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the
20 in-service program.¹

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22 In-service credit shall not be given while performing duties which are required as part of regular teaching
23 assignments.

24 *Support Personnel*

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27 The immediate supervisor shall be responsible for providing in-service trainings. Absences to attend
28 meetings relating to the employee's job description may be granted by the director of schools without loss
29 of pay to the employee.

30 **STAFF DEVELOPMENT PROGRAM**

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33 Staff development programs and activities shall reflect the National Standards for Staff Development and
34 shall reflect the needs identified in school improvement plans.

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36 The Board may pay expenses of selected personnel who participate in the training sessions conducted by
37 the State Department of Education.

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The director of schools shall involve central office personnel and staff development trainers in developing the system-wide staff development program and schedule and shall recommend it to the Board for approval.

Legal References:

1. State Department of Education Guidelines for Planning Approvable In-service Education Activities; ; TCA 49-1-214; TCA 49-6-3004(c)(1)
2. TCA 49-5-5703 (a)

Cross References:

- School Calendar 1.800
- Curriculum Development 4.200
- Reporting Student Progress 4.601