

# Van Buren County Board of Education

Monitoring:  Review: Annually, in February	Descriptor Term:  <b>In-Service and Staff Development Opportunities</b>	Descriptor Code: 5.113	Issued Date: 06/17/99
		Rescinds:	Issued:

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.<sup>1</sup>  
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7 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  
12 development.  
13  
14 Each principal and administrator shall be required to attend the principal-administrator academy for  
15 instruction at least once every five (5) years.<sup>2</sup>  
16  
17 Professional Employees  
18  
19 A system-wide in-service committee, composed of membership from a cross-section of other personnel,  
20 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate  
21 the in-service program.<sup>1</sup>  
22  
23 In-service credit shall not be given while performing duties which are required as part of regular  
24 teaching assignments.  
25  
26 Individuals who miss such activities shall have their last monthly salary payment adjusted to compensate  
27 for the time missed. In case of sickness, the teacher is allowed to take a day of sick-leave in lieu of a  
28 required in-service day. Abuse will be dealt with on individual basis.  
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30 All teachers in college at the time of regular in service training for the purpose of improving their  
31 certification will be excused from in-service meetings, however, all hours missed will have to be made  
32 up from optional activities.  
33  
34 Support Personnel  
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36 The immediate supervisor shall be responsible for providing in-service training. Absences to attend  
37 meetings relating to the employee's job description may be granted by the director of schools without  
38 loss of pay to the employee.  
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STAFF DEVELOPMENT PROGRAM

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

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

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.

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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)

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Cross References:

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