

# Morgan County Board of Education

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>In-Service and Professional Learning Opportunities</b>	Descriptor Code: <b>5.113</b>	Issued Date: <b>04/09/13</b>
		Rescinds: <b>5.113</b>	Issued: <b>05/07/01</b>

## 1 **IN-SERVICE EDUCATION**

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3 In-service education<sup>1</sup> 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 to increase  
6 student achievement.

### 7 *Administrative and Supervisory Employees*

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

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15 Each principal and administrator shall be required to attend the principal-administrator academy for  
16 instruction at least once every five (5) years.<sup>2</sup>

### 17 *Professional Employees*

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

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

### 26 *Support Personnel*

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

## 32 **PROFESSIONAL LEARNING PROGRAM**

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35 Professional learning programs and activities shall reflect the Standards for Professional Learning<sup>3</sup> (Learn-  
36 ing Forward, 2011) as listed below and shall reflect the needs identified in school improvement plans.

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

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41 The director of schools shall involve central office personnel and other employees as needed in develop-

1 ing the system-wide professional learning program and shall recommend it to the Board for approval.

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3 **Standards for Professional Learning**

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5 LEARNING COMMUNITIES: Professional learning that increases educator effectiveness and results  
6 for all students occurs within learning communities committed to continuous improvement, collective  
7 responsibility, and goal alignment.

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9 LEADERSHIP: Professional learning that increases educator effectiveness and results for all students  
10 requires skillful leaders who develop capacity, advocate, and create support systems for professional  
11 learning.

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13 RESOURCES: Professional learning that increases educator effectiveness and results for all students  
14 requires prioritizing, monitoring, and coordinating resources for educator learning.

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16 DATA: Professional learning that increases educator effectiveness and results for all students uses a  
17 variety of sources and types of student, educator, and system data to plan, assess, and evaluate profes-  
18 sional learning.

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20 LEARNING DESIGNS: Professional learning that increases educator effectiveness and results for all  
21 students integrates theories, research, and models of human learning to achieve its intended outcomes.

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23 IMPLEMENTATION: Professional learning that increases educator effectiveness and results for all  
24 students applies research on change and sustains support for implementation of professional learning  
25 for long term change.

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27 OUTCOMES: Professional learning that increases educator effectiveness and results for all students  
28 aligns its outcomes with educator performance and student curriculum standards.

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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)
3. Tennessee State Board of Education Policy 5.200, *Professional Development*

Cross References:

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