

Hardin County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Staff Development Opportunities	Descriptor Code: 5.113	Issued Date: 11/04/02
		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.¹

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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 programs
10 and institutes, studying professional literature, meeting with other professionals for discussion, and otherwise
11 keeping abreast of research in methodology, curriculum, and student growth and development.

12
13 *Professional Employees*

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

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

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22 *Support Personnel*

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

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28 **STAFF DEVELOPMENT PROGRAM**

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

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

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1 The director of schools shall involve central office personnel and staff development trainers in develop-
2 ing the system-wide staff development program and schedule and shall recommend it to the Board for
3 approval.
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42 Legal References:

- 44 1. State Department of Education Guidelines for
45 Planning Approvable In-service Education Activities
46 TCA 49-1-214; TCA 49-6-3004(c)(1)

Cross References:

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