

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 03/11/13
		Rescinds: 5.113	Issued: 05/08/00

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 Administrative and supervisory employees shall show evidence of continual professional growth by
10 attendance at in-service programs and institutes, studying professional literature, meeting with other
11 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
12 student growth and 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.²

16 *Professional Employees*

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18
19 Each certificated employee of the Franklin Special School District shall be required to participate in the
20 professional development opportunities (in-service) in accord with the system-wide plan approved by
21 the Board of Education and the Commissioner of Education. Individuals who miss these activities shall
22 have their salary adjusted accordingly, unless approved leave has been granted

23
24 A system-wide in-service committee, composed of membership from a cross-section of other personnel,
25 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate
26 the in-service program.¹

27
28 In-service credit shall not be given while performing duties which are required as part of regular teaching
29 assignments.

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31 No personal leave day, except for emergencies, will be granted on a scheduled in-service day.

32 *Support Personnel*

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

38 **PROFESSIONAL LEARNING PROGRAM**

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41 Professional learning programs and activities shall reflect the Standards for Professional Learning³ (Learn-

1 ing Forward, 2011) as listed below and shall reflect the needs identified in school improvement plans.

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

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6 The director of schools shall involve central office personnel and other employees as needed in develop-
7 ing the system-wide professional learning program and shall recommend it to the Board for approval.

8
9 **Standards for Professional Learning**

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

14
15 LEADERSHIP: Professional learning that increases educator effectiveness and results for all students
16 requires skillful leaders who develop capacity, advocate, and create support systems for professional
17 learning.

18
19 RESOURCES: Professional learning that increases educator effectiveness and results for all students
20 requires prioritizing, monitoring, and coordinating resources for educator learning.

21
22 DATA: Professional learning that increases educator effectiveness and results for all students uses a
23 variety of sources and types of student, educator, and system data to plan, assess, and evaluate profes-
24 sional learning.

25
26 LEARNING DESIGNS: Professional learning that increases educator effectiveness and results for all
27 students integrates theories, research, and models of human learning to achieve its intended outcomes.

28
29 IMPLEMENTATION: Professional learning that increases educator effectiveness and results for all
30 students applies research on change and sustains support for implementation of professional learning
31 for long term change.

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

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43 Legal References:

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