

Hancock County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 06/04/15
		Rescinds:	Issued:

1 **IN-SERVICE EDUCATION**

2 In-service education¹ is a program of planned activities designed to increase the competencies needed
3 by all personnel in the performance of their responsibilities. Competencies are defined as the
4 knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum
5 effectiveness to increase student achievement.

6 *Administrative and Supervisory Employees*

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

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

13 *Professional Employees*

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

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

19 *Support Personnel*

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

23 **PROFESSIONAL LEARNING PROGRAM**

24 Professional learning programs and activities shall reflect the Standards for Professional Learning³
25 (Learning Forward, 2011) as listed below and shall reflect the needs identified in school improvement
26 plans.

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

1 The director of schools shall involve central office personnel and other employees as needed in
 2 developing the system-wide professional learning program and shall recommend it to the Board for
 3 approval.

4 **Standards for Professional Learning**

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.

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

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

13 **DATA:** Professional learning that increases educator effectiveness and results for all students uses a
 14 variety of sources and types of student, educator, and system data to plan, assess, and evaluate
 15 professional learning.

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

18 **IMPLEMENTATION:** Professional learning that increases educator effectiveness and results for all
 19 students applies research on change and sustains support for implementation of professional learning
 20 for long term change.

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

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