

## **Staff Development for Licensed Staff**

The Board recognizes the need to establish a continuing professional development program (CPD) for all licensed staff in order to enhance professional performance, promote achievement of high performance standards for all students and assist employees in meeting the licensure requirements of the Teacher Standards and Practices Commission (TSPC).

Employee CPD plans shall be consistent with the district's mission and goals when assisting educators to meet the requirements for license renewal as identified in OAR Chapter 584, Division 090, and may contain such other provisions as deemed appropriate by the district.

Individual CPD plans shall be developed collaboratively by the employee and his/her supervisor/advisor. Activities shall have as their primary purpose increased student learning by enhancing the professional skills of the employee and gaining highly qualified status for NCLB. Such activities may relate to the individual's current or potential future assignment as determined by the district. Appropriate learning activities may include, but are not limited to, college courses, workshops, conferences, curriculum development, research, peer or student-teacher mentoring and other approved individual and committee endeavors.

Requests for release time for attendance at professional development activities may be approved as deemed appropriate by the district and with the stipulation that: (1) requests are to be approved in advance to permit district consideration; and (2) where release time is granted, the employee will proactively share with administrators and peers the knowledge, understandings, skills and materials acquired as a result of the proposed activity.

Meetings, conferences, or workshops for which district funds are contributed - whether for fees, travel or hiring of substitutes - shall directly relate to the employee's CPD plan, Consolidated District Improvement Plan (CDIP), or School Improvement Plan (SIP). Where such meetings or conferences are devoted primarily or exclusively to organization or business affairs of associations of educators or political workshops, it is not considered appropriate for the district to expend funds or to approve the activity for CPD credit. Nothing in this policy shall restrict licensed personnel on individual CPD plans from receiving credit allowable under the TSPC regulations.

The superintendent may develop administrative regulations, staff CPD handbooks and/or other related materials as may be necessary to implement this policy. Regulations shall include CPD procedures and practices that incorporate plans for the district's improvement and individual building, grade level, student and employee needs and goals.

The superintendent may grant credit towards horizontal movement on the salary schedule for teachers who participate successfully and fully in in-service programs designed to improve instructional skills or

knowledge specifically aimed at students of the district that are approved for graduate level credit from an accredited institution of higher learning, such consideration to be considered prior to participating in in-service.

In-service courses will be credited to the extent of allowing one quarter hour for each twenty hours of in-class time or for ten hours each of in-class and independent study time. Successful completion of in-service courses must be validated in writing by the instructor in charge and partial completion will receive no credit.

In the case of in-service programs aimed at specific staff members, only those target teachers may be granted credit. For general courses, written application to the superintendent's office must be received and approved prior to the starting date of the course. The superintendent will make a final decision as to whether or not credit towards movement on the salary schedule will be granted.

Any disputes regarding credit on the salary schedule shall be subject to the grievance procedure in the licensed agreement.

END OF POLICY

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Legal Reference(s):

[ORS 329.095](#)  
[ORS 329.125](#)  
[ORS 329.704](#)

[ORS 342.135 \(2\)\(a\)](#)  
[ORS 342.138 \(3\)](#)

[OAR 581-022-0606](#)  
[OAR 581-022-1720](#)  
[OAR 584-090-0001 to -0060](#)

Clackamas Intermediate Education District Education Association v. Clackamas Intermediate Education District, Case No. C-141-77, 3 PECBR 1848 (1978).  
Eugene Education Association v. Eugene School District 4J, Case No. C-93-79, 5 PECBR 3004 (1980).  
Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).