

Board Policy Document

EMPLOYEES

Series 400

Policy Title: Professional Development

Code Number: 404.5

The Board believes that professional development for its staff is important, and the Board shall support a professional development program for its employees commensurate with the Iowa Professional Development Model and the District's comprehensive school improvement plan that aligns professional development with the District's long-range student learning goals and the Iowa teaching standards..

There are occasions when employees can benefit from attendance and participation in professional development activities outside the District. If outside professional development is requested, the focus should always be to maintain, develop, and extend skills that are applicable to student and District needs and goals and/or improve effectiveness and efficiencies of District education or operations.

Requests to attend or participate in a development program, other than those development programs directly sponsored by the District, shall be made to the Superintendent or his/her designee. Approval of the Superintendent or his/her designee must be obtained prior to attendance and participation in externally sponsored professional development programs for approved leave and/or reimbursement of expenses.

The Superintendent or his/her designee shall have the sole discretion to approve requests to attend or participate in a professional development program. When making this determination, the Superintendent or his/her designee will consider (1) the value of the program to the employee, as well as for the District, based on District goals and school or program improvement plans; (2) the extent to which the activity can be extended and/or shared with other employees of the District; (3) the effect of employee absence on the education program/school in the District, and on District operations; (4) the District's financial situation and budget for such activities; as well as (5) other factors deemed relevant to the particular request.

Expense reimbursement requests must comply with Board Policy 431.05 and AR 431.05 (Employee Travel, Transportation, and Expense Reimbursement).

This policy will be read in conjunction with, and will not supersede, any contractual obligations related to professional development.

First Adoption: August 9, 1994
Revision Adoption: August 18, 1998/November 23, 2004/October 12, 2009/July 22, 2013
Legal Reference: Iowa Code §§279.8; 284.6
281 I.A.C. 12.7; 83.6(2)