

## **STAFF DEVELOPMENT PLAN**

### **INTRODUCTION:**

Consistent with long range planning, program development and implementation, and with the commitment of the Pulaski Community Schools to quality and continuous improvement, the District Staff Development Council has developed the following comprehensive staff development plan.

The Pulaski Community School District philosophy supports this plan when it states that “we believe that our communities and our nation's greatest resource is its people”. This comprehensive staff development plan reflects this belief by facilitating, supporting, and encouraging a commitment to lifelong learning and professional development on the part of all our district employees.

In addition to district support, the Wisconsin State Legislature supports continued professional development through one of the 20 standards (standard b) which states that “each school district shall annually establish a professional staff development plan designed to meet the needs of individuals or curriculum areas in each school. The plan shall be developed through the cooperative efforts of licensed support staff, instructional staff and administrative staff.”

### **PROGRAM PHILOSOPHY**

The Pulaski Community Schools Staff Development Program is designed to lead, plan and support district staff development in an effort to provide staff with the knowledge, information, and resources to carry out the educational mission and philosophy of the school district. The program facilitates, supports, and encourages lifelong learning and continuous growth on the part of all school district staff. The program includes diverse approaches to professional, technical and personal growth and development consisting of group activities at the district and building level, and individual activities at the building level as well as outside of the district.

### **PROGRAM GOALS**

1. Improve instructional and learning opportunities for our students.
2. Improve staff communication and cooperation within the district.
3. Provide programs that are comprehensive, ongoing and continuous.
4. Coordinate district-level staff development.
5. Motivate staff to increase their effectiveness by taking part in professional development activities.

## **PROGRAM FRAMEWORK: PLANNING AND OPERATION**

The staff development programming that is provided in the Pulaski School District is managed and delivered at the following three levels:

### **District Level**

The District Staff Development Council will coordinate district-wide staff development related to the district-wide needs assessment, long-range plan and the district annual goals. The following is a list of the staff development activities provided at the district level:

<b>What</b>	<b>When</b>	<b>How</b>
District Goals / Needs	District Inservice Days	Workshops / Meetings / Sessions / Train the Trainer Model
New Teacher Professional Development	Two Days in August Monthly Throughout the Year	Inservice with New Teachers, Mentors, and Administrators, New Teacher Education Program
Administrative Professional Development	Monthly Bi-Monthly Bi-Monthly	District Leadership Team, Learning Leaders, Joint Observations
Special Projects – Grants	As Determined by Grant	Curriculum Development, Research, Review, Conferences, Workshops, etc.

### **Building Level**

The staff development provided at the building level is coordinated and managed via the school improvement team and by the building principal. The following is a list of staff development activities that are provided at the building level:

<b>What</b>	<b>When</b>	<b>How</b>
Building Goals / Needs	Building Level Staff Development Days, Faculty Meetings	Workshops / Meetings / Sessions / Train the Trainer Model

### **Individual**

Individual staff members of the Pulaski Community School District are provided opportunities to attend workshops, conferences, seminars, and professional meetings that enhance their individual professional growth as professional development budgets allow for. Individual staff members make application for attendance by completing a "Meeting Attendance Request" form through the district's professional development management system, currently My Learning Plan. The following indicates the structure of the individual staff development provided by Pulaski Community Schools.

<b>What</b>	<b>When</b>	<b>How</b>
Individualized Professional Development (based on goals, needs, and interests of individual staff members)	As Needed / Ongoing	Targeted Professional Development within the District, Workshops / Conferences with pre-approval and appropriate funding

## **PROFESSIONAL STAFF ORIENTATION**

Orientation will be considered a year-long process for staff members new to the system, with the program conducted jointly by the district administrative team and individual schools.

The program will assist new staff members in becoming acquainted with, and adjusted to, the community, school district, and school--including board policies, administrative rules and regulations, and the instructional program.

Experienced administrators, coordinators, directors, and staff members will be assigned specific roles in carrying out orientation programs.

The board requests the cooperation and active involvement of all staff members in helping newcomers become adjusted to the district.

### **Orientation Activities:**

#### **I. New staff members will be invited to visit their assigned schools along with their assigned mentor to accomplish the following:**

- A. Tour the building to help the person become familiar with available resources.
- B. Review of pertinent job assignment information which may include classroom assignment, curriculum outlines, schedules, textbooks or other resource materials.
- C. Inform them of key contact people who may be of assistance to them.

#### **II. Orient the new staff prior to the first in-service day**

- A. The following are items which may be included on the in-service agenda as determined by the district administrator:
  - 1. school district philosophy
  - 2. geographic area and facilities of the district
  - 3.
  - 4. pupil services (special education, gifted and talented, students at risk)
  - 5. important district policies
  - 6. district staff development
  - 7. other items to be determined by administrative decision
- B. The building principal will have an opportunity to meet with new teachers to introduce them to the following:
  - 1. appropriate handbooks
  - 2. building procedures and practices
  - 3. other available staff

#### **III. New staff will have the following additional in-service opportunities during the first semester:**

- A. District-wide
  - 1. student services staff and functions
  - 2. New Teacher Education Program (NTEP) monthly collaboration opportunities
  - 3.
  - 4.

- 5. P.A.C.E. programs
- B. Building level
  - 1. in-depth orientation to handbooks
  - 2. library media, learning support teacher and literacy services
  - 3. grade reporting and parent conferences
  - 4. problem solving
  - 5. Effectiveness Project Evaluation System

**IV. Each new staff member will be assigned a mentor who will serve as a resource and support person throughout the year.**

**V. New staff will participate in the district staff development program.**

## **Out of District Staff Development Travel Guidelines**

Out of district travel includes travel and associated expenses when attending professional development opportunities to conduct approved district business outside the Greater Green Bay Area. Out of district staff development travel for all employees must first be approved by the immediate supervising administrator who ensures that the travel is

- 1) necessary,
- 2) enhances job related skills, and
- 3) within the appropriated and available budget.

It is the responsibility of the immediate supervising administrator to see that any out of district activities adhere to the following:

- 1) Relate to ongoing programs or future initiatives of the school or district,
- 2) are within reasonable distance from the district, and
- 3) are directly related to the job responsibilities of the individual traveling.

All approved travel must be in the most efficient, cost-effective manner resulting in the best value for the District.

All staff development travel outside of the district must result in positive impact on teaching and learning. Employees will be expected to share their learning with their colleagues in staff meetings, training, workshops, professional development presentations, blogs, etc.

All employee travel outside of the district must be documented in the online professional development management system, My Learning Plan (MLP). Please contact Heidi Walschinski, Human Resources Assistant with questions related to MLP.

The following expectations apply regardless of the funding source for the travel.

- Out of State travel by the Superintendent must be approved by the Board of Education.
- Out of District travel by Administrators and Department Heads must be approved by the supervising administrator and Superintendent through My Learning Plan. (Meetings for specific professional networks are assumed as necessary travel and required of the job. For example, Title I Network, District Assessment Coordinator meetings, Technology User Group meetings, Food Service Buying Group meetings, etc.)
- Out of State travel by staff must be approved by the Superintendent through My Learning Plan.
- Total number of days absent, school calendars and events, the ability to secure substitute teachers, equity of opportunity, and financial impact to the district will be considered when approving out of district travel.

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