

# Professional Development

Professional Development for New Programs

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In-district Professional Development

2

Out-of-district Professional Development

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<b>Task:</b>	<b>PROFESSIONAL DEVELOPMENT FOR NEW PROGRAMS</b>		
<b>Sub-process:</b>			
<b>Preceding Task:</b>	Purchase a new program with PD in contract		
<b>Description:</b>	All new purchases must have PD built within the contract		
<b>Responsibility:</b>	Supervisor, Asst. Super		
<b>Frequency:</b>	Initial Purchase	<b>Timing:</b>	Begin 1 year prior to adoption
<b>Process</b>	<b>Responsibility</b>	<b>Action</b>	<b>Timeframe</b>
Vett programs and determine program specifications	Supervisor	Obtain all specs of program submit via docusign	Due by February prior to implementation
Specifics	Supervisor	Year 1- 100 hours Year 2-5- 50 hours each year	Due with Specs
Create PD Schedule	Supervisor	Year 1- implementation Coaching plan Sustainability plan	Due by April Due by April Due each year by marh
Docusign link:			

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<b>Task:</b>	<b>IN-DISTRICT PROFESSIONAL DEVELOPMENT</b>		
<b>Sub-process:</b>			
<b>Preceding Task:</b>			
<b>Description:</b>			
<b>Responsibility:</b>	Supervisor to the Asst. Super		
<b>Frequency:</b>	Yearly (May) As needed	<b>Timing:</b>	Yearly Monthly
<b>Process</b>	<b>Responsibility</b>	<b>Action</b>	<b>Timeframe</b>
Compile PD providers	Administrator	Submit PD provider request submitted to After Asst. Super I&P approval	No less than 90 days from date of PD unless already on the district approved provider. If approved provider, no less than 30 days prior to the desired date.
Obtain a quote (if not in a contract)	Administrator	Quote submitted to After Asst. Super I&P approval <\$6499. Only one quote >\$6500 three quote OR Proprietary letter	At least 30-90 prior to event
Schedule PD with provider	Administrator	Schedule PD Create Frontline PD request Take attendance Finalize attendance	After Asst. Super I&P approval  Day of PD within 48 of completed PD

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<b>Task:</b>	<b>OUT-OF-DISTRICT PROFESSIONAL DEVELOPMENT</b>		
<b>Sub-process:</b>			
<b>Preceding Task:</b>			
<b>Description:</b>			
<b>Responsibility:</b>	Supervisor to the Asst. Super		
<b>Frequency:</b>	within 90 days of event	<b>Timing:</b>	on-going
<b>Process</b>	<b>Responsibility</b>	<b>Action</b>	<b>Timeframe</b>
How do you know if it needs country approval?	<p>STAFF GOING OUT OF DISTRICT: Administrator to After Asst. Super I&amp;P approval for STAFF</p> <p>For Building Administrator PD send to Deputy Superintendent</p>	<ol style="list-style-type: none"> <li>1) Out of state overnight over &gt;\$5000 or with more than 5 people will need county approval</li> <li>2) &gt;\$5000 in-state or out of state will need county approval</li> <li>3) More than 5 individual no matter the cost in state or out of state will need county approval</li> <li>4) Single days sessions do not need county approval; depending on the location may need board approval</li> </ol>	90 days
If needs county approval	Supervisor to Asst. Super	<ol style="list-style-type: none"> <li>1) Obtain all arrangements using GSA rates and expedia submit via docusign</li> <li>2) Once board approved complete county paperwork</li> <li>3) Once county approved will create all PO</li> </ol> <p>*No arrangements are to be made unless county approved **All arrangements are made by the supervisor</p>	90 days

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<b>Sub-process:</b>			
<b>Preceding Task:</b>			
<b>Description:</b>			
<b>Responsibility:</b>	Supervisor to the Asst. Super		

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