

Weakley County Board of Education



Monitoring:	Descriptor Term: In-Service & Staff Development Opportunities	Descriptor Code: 5.113	Issued Date: 2/5/2015
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2 **IN-SERVICE EDUCATION**

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4 In-service education is a program of planned activities designed to increase the competencies
5 needed by all personnel in the performance of their responsibilities. Competencies are defined as
6 the knowledge, skills, and attitudes which enable personnel to perform their tasks with maximum
7 effectiveness.¹

8
9 *Administrative and Supervisory Employees*

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11 These employees shall show evidence of continual professional growth by attendance at in-
12 service programs and institutes, studying professional literature, meeting with other professionals
13 for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
14 student growth and development.

15
16 Each principal and administrator shall be required to attend the principal-administrator academy
17 for instruction at least once every five (5) years.²

18
19 *Professional Employees*

20
21 All principals, assistant principals, supervisors and teachers shall attend five (5) days of in-
22 service each year.

23
24 The Director of Schools and the district leadership team shall establish priorities, develop
25 objectives, design activities, and evaluate the in-service program.¹

26
27 In-service credit shall not be given while performing duties which are required as part of regular
28 teaching assignments.

29
30 *Support Personnel*

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32 The appropriate supervisor/administrator shall be responsible for providing in-service trainings.
33 Absences to attend meetings relating to the employee's job description may be granted by the
34 director of schools without loss of pay to the employee.

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36 **STAFF DEVELOPMENT PROGRAM**

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38 Staff development programs and activities shall reflect the National Standards for Staff
39 Development and shall reflect the needs identified in school improvement plans.

Legal References:

¹ TCA 49-6-3004(c)(1)

² TCA 49-5-5703(a)

5.113 In-Service and Staff Development Opportunities

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

The director of schools shall involve central office personnel and staff development trainers in developing the system-wide staff development program and schedule and shall recommend it to the Board for approval.

Cross References:

- 1.800 School Calendar
- 4.200 Curriculum Development
- 4.601 Reporting Student Progress