

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 33

STAFF DEVELOPMENT

Purpose:

To develop and maintain a system of school improvement and staff development which promotes and supports the continued improvement of the district schools and the professional development of all district staff.

Organization:

The Staff Development System shall be comprised of the following membership:

Position

- (a) one administrator
- (b) one special ed teacher
- (c) one k-3 teacher
- (d) one 4-6 teacher
- (e) one 7-8 teacher
- (f) one 9-12 teacher
- (g) one representative from Maine School Administrative District No. 33 Education Association
- (h) one Curriculum Coordinator
- (i) one member of the Maine School Administrative District No. 33 Board of Directors.

Members of the Staff Development Team serve a three-year term. Should a member vacate his/her position, another member of the group represented will complete the term.

The representatives from each school will also serve as the building staff development team. In no event shall either school have fewer than three members on the District Staff Development Team.

The District Staff Development Team shall meet at regular intervals. It may also appoint additional members to the team as the need arises.

Sub-committees and ad-hoc committees of the District Staff Development Team shall include the following:

<u>Committee</u>	<u>Status</u>
(a) Gifted and Talented	Standing
(b) Teacher Licensure Committee	Standing
(c) Personnel Evaluation	ad-hoc
(d) Bilingual Education	ad-hoc

A representative of each sub committee and ad-hoc committee will attend District Staff Development Team meetings as the need arises.

Responsibilities:

The Staff Development System shall promote staff and organizational development by:

1. Helping individuals improve themselves through professional growth programs.
2. Helping the District improve itself through cooperative efforts, effective communication, and shared decision making.

Operation:

The Staff Development System shall be responsible for all staff development activities in the district. It shall:

1. Assess and prioritize district staff needs annually.
2. Develop annual action plans for staff development and school improvement.
3. Plan workshops, courses, meetings, in-service days, etc.
4. Identify available resources and information sources.
5. Develop improvement strategies to meet staff needs.
6. Develop and submit to the Board of Directors an annual budget for Staff Development activities.
7. Conduct and disseminate and evaluation of Staff Development process.
8. Facilitate turn-over of membership of the building teams.
9. Disseminate professional literature, research, and information regarding Staff Development activities.
10. Recommend to the Superintendent the approval of courses, conferences, and workshops for reimbursement.
11. Disseminate, collect and file Individual Professional Development Plans (IPDP's).

Approved by the Board
of Directors on 05/06/85
and 01/09/89 as revised
see minutes #456 &560