

**STAFF DEVELOPMENT
FIVE YEAR EXECUTIVE SUMMARY
CHASE COUNTY USD 284**

Appendix-G

PURPOSE FOR STAFF DEVELOPMENT

The purpose of staff development at Chase County Schools is to improve student learning through improved teaching skills. The results based staff development plan is designed and implemented to allow staff to internalize and integrate new skills into their professional repertoire. Those staff members are then responsible for demonstrating an effective change in instructional behavior.

The staff development process will foster professional growth for certified personnel. Any person who is employed by or who works or resides within USD 284 boundaries shall be eligible to file a professional development plan with USD 284 professional development council for licensure renewal purposes. Staff development activities qualify for inservice education points as designated in the delivery system of the staff development plan.

DISTRICT PROFESSIONAL DEVELOPMENT GOALS

1. To provide staff development based on the analysis of district and building needs assessments.
2. To maintain professional skills and knowledge for meeting the accreditation tasks, Adequate Yearly Progress (AYP) and curricular outcomes.
3. To align staff development with the district mission, building school improvement plans and individual professional needs.
4. To provide information on best practices for management and instruction.
5. To assess the impact of staff development based on the academic performance of students.

FIVE-YEAR INSERVICE EXECUTIVE SUMMARY

The Professional Development Council (PDC) is a representative group of district certified personnel which advises the Chase County Accreditation Team in matters concerning the planning, development, implementation and operation of the staff development plan.

The PDC Council will include at least as many teachers as administrators with both selected solely by the group they represent. Each attendance center will be represented by two members. It is recommended that one of the members from each site be a QPA building chair. The district curriculum director will also be a member of the council. The term of office for regularly selected PDC members will be three years. Members may serve more than one term.

PDC members may resign from the PDC by submitting a letter of resignation to the PDC chair. The letter of resignation must be submitted to the PDC chair at least one meeting before the meeting at which the resignation is to become effective. An appointed member will serve for the remainder of the term.

The PDC will plan and organize learning activities that focus on the needs of the district as a whole. The committee will use the building needs assessments and/or interviews to create a district inservice plan, which is aligned directly with the district mission statement, building school improvement plans and individual professional needs.

The specifics of most learning activities for staff are determined at the building level. The first priority in determining building level staff development activities is to consider the staff's ability to implement the School Improvement Plan. Each building has subject area committees who use a variety of methods (interviews, surveys, staff meetings, etc) to determine staff development needs in each subject area.

Chase County has implemented a results based staff development plan to provide structure and evidence of change as a result of effective staff development.

- All staff members will have an Individual Development Plan (IDP) on file. The plan describes individual professional development activities to be completed from June 1 through May 31. They shall be submitted before October 1. Plans may be amended at any time.
- IDPs will be submitted through the PDP Toolbox to the building principal for approval.
- In order to receive staff development points, an Action Plan must be submitted through the PDP Toolbox for each activity. Points will be awarded based on level implementation. Action Plans may be active for five years but points will be awarded only once per level of implementation.
- Examples of indicators for documented evidence include the following: attendance, rosters and meeting minutes, instructional strategy reports, peer observation, sample lesson plans, reading and reflection logs, check lists, presentation outline or agenda and others to be approved by PDC. This evidence must be specified on Action Plan.
- Points will be awarded for district/building meetings and committee officers if a log of meetings is submitted through PDP Toolbox at the end of the school year.

Duties of Professional Development Council (PDC) Chairman will include:

1. Serve as chair at all PDC meetings with full voting privileges.
2. Prepare and distribute an agenda in advance of all PDC.
3. Provide the BOE and superintendent with a year-end report at the June meeting.
4. Plan and manage the annual PDC needs assessments, tasks and timelines and professional development days.
5. Ensure that recommended changes to the Professional Development Plan are submitted for BOE approval.
6. Ensure that the approved Professional Development Plan is maintained in a current and complete manner.
7. Ensure that the Professional Development Plan is ready to distribute at the beginning of the school year.

Duties of the vice president/secretary, but not to be limited to:

1. Fulfilling all the duties of the Chairperson in the Chairperson's absence.
2. Carrying out all other duties assigned by the Chairperson.
3. Taking and maintaining the minutes of all meetings.
4. Publishing the notifications and minutes of all meetings.
5. Distributing the notification of all meetings.
6. Distributing the minutes of all meetings.

PROFESSIONAL DEVELOPMENT COUNCIL MEMBERS

	DATE ASSIGNED	TERM EXPIRATION
CCES		
Krista Wilson	August 11,2009	May 31, 2012
Cathy Schlup	August 15, 2007	May 31, 2010
CCMS		
TJ Babb	August 11, 2009	May 31, 2012
Karla Edmiston	August 15, 2007	May 31, 2010
CCHS		
Linda Drake	August 11, 2009	May 31, 2012
Dusty Hazelton	August 15, 2007	May 31, 2010
DISTRICT Administration		
Administrative Representative		
• John Ireland	August 1, 2008	
Curriculum Director		
• Cammy Onek	August 1, 2008	