

IN-SERVICE AND STAFF DEVELOPMENT OPPORTUNITIES

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

For professional employees, in-service credit will not be given during teaching hours nor while performing duties which are required as part of teaching assignments. Professional employees will also not receive in-service credit for activities during professional leave paid by the Board. Individuals who do not have sufficient in-service credit at the end of the school year will have their last salary payment adjusted to compensate for the day(s) missed.

For non-certified personnel, the immediate supervisor will be responsible for providing in-service training. Absences to attend meetings relating to the employee's job may be granted by the supervisor without loss of pay to the employee.

The Board may pay expenses of selected personnel who participate in training sessions conducted by the State Department of Education or sessions designated by the superintendent or the Director of Curriculum and Instruction as necessary for effective program planning and implementation.

Every five years, all certified employees of schools that are accredited by SACS, as well as applicable system-level certified employees, are expected to meet the professional growth requirements as outlined below:

- * Six semester hours of college credit;

- * Designated inservice meetings sponsored by the school system and workshops and seminars sponsored and approved by the school system. One hour of semester credit is granted for each sixteen hours spent in such meetings, workshops, and/or seminar;

* Professional meetings or conventions sponsored by a collegiate institution, an educational system, or a professional association and designed to improve the professional competency of the participants. One hour of semester credit is granted for each twenty-four hours spent in such professional meetings or conventions;

* Travel which includes professional experiences designed to increase professional competency in the subject area or area of work of the participant. A specific travel itinerary must have prior approval by the school principal and must be filed in the individual personnel (SACS) file. One hour of semester credit is granted for each four weeks of travel;

* Publication on educational topics in state, regional, or national journals or presentation at professional meetings. One hour of semester credit is granted for each 4000 words or for each fifty minutes of oral presentation; and/or

* Participation in SACS self-studies or on SACS visiting committees for purposes of accreditation. One hour of semester credit is granted for service on a self-study committee or on a visiting committee;

Each certified person will be responsible for meeting all SACS standards of continued employment. Furthermore, the individual is required to annually update his/her SACS personnel file. The school principal is the custodian of all SACS personnel files and will house all SACS personnel files centrally in the school. The Director of Curriculum and Instruction will be the superintendent's designee for validating workshops, seminars, and inservices.