

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: PROFESSIONAL  
DEVELOPMENT

ADOPTED: August 19, 2002

REVISED: April 20, 2015  
November 18, 2019

	<p>333. PROFESSIONAL DEVELOPMENT</p>
1. Purpose	<p>Continuing professional study and inservice training for administrative, professional, and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.</p>
2. Authority SC 517, 1205.1, 1205.2	<p>The Board encourages all employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.</p>
3. Guidelines	<p><b><u>Graduate/Special Courses</u></b></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the school district or a change in compensation for the employee.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement.</p> <p>Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>All employees shall file a record and description of the attainment of approved credits with the Office of Human Resources.</p>
Pol. 328	<p>Reimbursement for credits for approved courses of study or special study shall be made on the approval of the Director of Human Resources.</p>
SC 1144, 1151	<p>Approved graduate study or special courses/programs may be of sufficient advantage to the district to warrant an increase in an employee's annual salary, upon satisfactory completion. Such increase will be in accordance with terms of the collective bargaining agreement.</p>

<p>SC 1205.5, 1217</p>	<p><b><u>Induction Program For School System Leaders</u></b></p> <p>School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.</p>
<p>SC 1205.5</p>	<p><b>School system leaders</b> include principals, vice-principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.</p>
<p>Title 22 Sec. 4.13, 49.16 Pol. 100</p>	<p><b><u>Induction Program For Professional Staff</u></b></p> <p>The school district shall comply with Department of Education regulations in developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the school district. Prior to approval by the Board and submission to the Secretary of Education, the induction program shall be made available for public inspection and comment in the district’s administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</p>
<p>SC 1205.1 Title 22 Sec. 49.17</p>	<p><b><u>Professional Education Plan</u></b></p> <p>The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1 Title 22 4.13, 49.17 Pol. 100</p>	<p>The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the school district and its employees; specifies approved courses, programs, activities and learning experiences; including those designed to improve teachers’ knowledge in subject areas covered by academic standards; and including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district’s administrative offices and the nearest public library for a minimum of twenty-eight (28) days.</p>
<p>SC 1205.1</p>	<p>The Board shall ensure an annual review of the school district's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the school district, the Comprehensive Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.</p>

<p>SC 1205.1 Title 22 Sec. 49.17</p>	<p>Professional education plans associated with the federal requirements of Title I and Title II funding shall be developed by the professional education committee and forwarded to the Board for approval prior to submission for approval by the Secretary of Education.</p>
<p>SC 1205.2</p>	<p>The Board may approve, on a case-by-case basis, specific professional education activities not stated within the district's professional education plan. Board approval is not required for credits or hours required for certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p>
<p>SC 1205.2</p>	<p>If the school district assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>
<p>SC 1205.1, 1205.2</p>	<p>In order to continue employment in the school district, certificated employees are required to meet all obligations necessary to maintain active certification.</p>
<p>SC 102, 1205.1, 1205.7</p>	<p><b><u>Trauma-Informed Approach Education</u></b></p> <p>The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.</p>
<p>SC 102, 1205.7</p>	<p>The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:</p> <ol style="list-style-type: none"> <li>1. Recognition of the signs of trauma in students.</li> <li>2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.</li> <li>3. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.</li> <li>4. The district's policies regarding trauma-informed approaches.</li> <li>5. The district's policies regarding connecting students with appropriate services.</li> </ol>
<p>SC 1205.7 20 U.S.C. 7801</p>	<p>Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.</p>

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	<p>References:</p> <p>School Code – 24 P.S. Sec. 102, 517, 1144, 1151, 1205.1, 1205.2, 1205.5, 1205.7 1217, 1311-B</p> <p>20 U.S.C. 7801</p> <p>Child Abuse Recognition and Reporting Training – 24 P.S. Sec. 1205.6</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17</p> <p>Board Policy – 100, 146, 209, 236, 806</p>
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