

## **PROFESSIONAL LEARNING AND TRAINING**

### **PROFESSIONAL DEVELOPMENT**

#### **Professional Development Opportunities**

This regulation supersedes Regulation 4031.1.

#### **I. PURPOSE**

To provide guidelines for the design and implementation of professional development programs and activities for employees.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

Department of responsibility changed from the Department of Human Resources to the Department of Professional Learning and Training.

#### **III. DESIGN**

- A. Professional development programs and activities shall be planned with the interests and needs of the participants in mind, as well as division needs.
- B. Any professional development planning committee shall include representatives from the general group to be trained, where appropriate.
- C. Professional development activities shall include but not be limited to:
  - 1. Released time and leave of absence for study.
  - 2. Visits to other classrooms and other schools.
  - 3. Conferences involving other personnel from the county, state, region, or nation.
  - 4. Membership on professional educational committees.
  - 5. Training, courses, and workshops offered within the county.
  - 6. Training from institutions of higher learning.
- D. A full, up-to-date professional library for staff members shall be made available for optimum reference use.

#### **IV. ANNOUNCEMENTS**

Professional development programs and activities shall be announced in a timely fashion to enable interested employees opportunities to attend. Announcements shall provide information on registration procedures as well as details on the topic, time, and place.