

HUMAN RESOURCES

Professional Development Opportunities

This regulation supersedes Regulation 4031.

I. PURPOSE

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

II. 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. Further training in institutions of higher learning.
- D. A full, up-to-date professional library for staff members shall be made available for optimum reference use.

III. 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.