

## **Adult Academic Program Professional Development Guidelines**

Staff will complete an individual Professional Development (PD) goal form in September which will include a plan for which professional development areas they are targeting for the year and an idea of which training they might wish to attend (see the Individual Professional Development Goal Sheet). Prior to a specific training opportunity, staff are to complete a Professional Development Request Form in order to have the event registration form submitted and obtain approval to have the event cost covered, as detailed below. A write up on all approved training is required after completion and the form is on the reverse of the Request Form. (See the Professional Development Request and Report Form for details.)

### **Instructors**

#### **Required training:**

The following is covered, as needed, for required PD: registration fees, staff time, travel (if off-site) and any necessary costs for a substitute to cover their class while gone.

- CE workshop, 4 hours (included in Workshop Week pay/hours)
- District opener, 2 hours (included in Workshop Week pay/hours)
- Fall Friday in-service, when held, 3 hours
- Spring Friday in-service, when held, 3 hours
- CASAS/TABE (every 4 years) 3-4 hours

Staff meetings, team meetings and PLCs are also required and often have some PD features however they do not qualify for extra paid hours as they are during regular prep time.

#### **Suggested training:**

Registration fees are covered for the following suggested training events. Hours attending the events will not be paid. Prior approval is required. If the training occurs during regular work hours the program will pay for a substitute to cover the work.

**Summer Institute.** Staff making a presentation/workshop will get the registration fee, travel/hotel and their time paid. Other staff will get registration fee and travel paid.

**Fall Metro Regional**

**Spring Metro Regional**

#### **Other Training**

Staff may choose other Professional Development training options as they pertain specifically to their employment. Instructors may request having their registration fees paid for these training events using the PD Request form and these will be approved as funds permit, if approved. Hours will not be paid if the event is outside of normal work time unless an event is deemed essential to work duties.

Some additional training opportunities may come up which have their own separate source of funding. In these cases staff may be able to get their hours paid as well. Staff will be notified as to when this is the case.

Special MDE/ATLAS initiatives

If the program deems we need representation at a cohort initiative such as STAR, MNI, or ACES it will be announced to all instructors and applications will be taken. The person or persons selected will have their fees, time and travel reimbursed. The selection will be based upon program needs.

**Office staff:****Required:**

The following is covered, as needed, for required PD: registration fees, staff time, travel (if off-site) and any necessary costs for someone to cover your work while gone.

CE workshop, 4 hours (included in regular pay/hours)

District opener, 2 hours (included in regular pay/hours)

Support Services conference (if relevant)

MARCs training (if relevant)

CASAS/TABE (every 4 years) 3-4 hours

If there is a Friday in-service that is relevant to the office staff person's work they will be paid to attend that as well.

Staff meetings often have some PD features however they do not qualify for extra paid hours as they are during regular work hours.

**Suggested:**

**Summer Institute.** Staff making a presentation/workshop will get the registration fee, travel/hotel and their time paid. Other staff will get registration fee and travel paid.

**Metro area Regional training events.** Some of these events may have some sessions that would be appropriate to office staff. If so, registration fees would be paid.

**Other Training**

Staff may choose other Professional Development training options, including conferences, as they pertain specifically to their employment. They may request having their registration fees paid for these training events using the PD Request form. Hours will not be paid if the event is outside of normal work time unless an event is deemed essential to work duties.