

## Personnel -- Certified

### Staff Development

Professional staff growth and effectiveness are important to the Waterford Public Schools. The Waterford Board of Education shall provide professional growth opportunities for its certified staff. The Professional Development Committee, established in accordance with Connecticut General Statutes 10-220a(b), shall recommend for approval by the Superintendent or Superintendent's designee professional development activities to be offered by the district in fulfillment of its annual obligation to offer not fewer than eighteen (18) hours of professional development activities for continuing education unit credit. The Superintendent of Schools or designee shall determine the date and time of such recommended activities.

The Superintendent shall designate an employee as the person responsible for managing the continuing education unit program for the district. Subject to budgetary limitations and approval of the Superintendent or Superintendent's designee, these opportunities may include:

1. Special in-service programs and workshops.
2. Released time and leaves of absence for approved study/research.
3. Reimbursement of tuition for approved graduate study.
4. Released time for school visitations and attendance at conferences.

Incentive and opportunities for professional growth shall also include an adequate professional library and assistance from supervisors.

Staff members shall be encouraged to exchange information and ideas by sharing evaluation of school visitations, professional and cultural reading, new teaching techniques, advanced course work, conferences, conventions, clinics, seminars, workshops, curriculum changes, new texts, travel and research with the Building Principal, with recommendations for dissemination to other staff members.

Reports on activities engaged in during released time from regular school assignments, and activities for which expenses are received, should be submitted to the Building Principal for distribution to personnel concerned.

The Superintendent or designee shall have authority within budgetary considerations to:

1. Plan in-service programs and workshops for the professional staff.
2. Grant permission for teachers and administrators to attend conferences and similar professional meetings and to engage in school visitations during school time and at school expense.

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Legal Reference: Connecticut General Statutes

10-27 Exchange of professional personnel and students.

10-220a In-Service training.

10-226f Coordinator of intergroup relations.

10-226g Intergroup relations training for teachers.

10-145b Teaching certificates (as amended by PA 01-173)

PA 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.

Policy adopted: April 15, 2004

**WATERFORD PUBLIC SCHOOLS**  
Waterford, Connecticut