

Obion County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Staff Development Opportunities	Descriptor Code: 5.113	Issued Date: 02/02/04
		Rescinds: Sec. 21-23F	Issued: 02/01/88 02/03/97

1 **IN-SERVICE EDUCATION**

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3 In-service education is a program of planned activities designed to increase the competencies needed by
4 all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
5 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness.¹

6 *Administrative and Supervisory Employees*

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9 These employees shall show evidence of continual professional growth by attendance at in-service
10 programs and institutes, studying professional literature, meeting with other professionals for discussion,
11 and otherwise keeping abreast of research in methodology, curriculum, and student growth and development.

12
13 Each principal and administrator shall be required to attend the principal-administrator academy for
14 instruction at least once every five (5) years.²

15 *Professional Employees*

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18 A system-wide in-service committees, composed of membership from a cross-section of other personnel,
19 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate the
20 in-service program.¹

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22 In-service credit shall not be given while performing duties which are required as part of regular teaching
23 assignments.

24 *Support Personnel*

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27 The immediate supervisor shall be responsible for providing in-service trainings. Absences to attend
28 meetings relating to the employee's job description may be granted by the director of schools without loss
29 of pay to the employee.

30 **STAFF DEVELOPMENT PROGRAM**

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33 Staff development programs and activities shall reflect the National Standards for Staff Development and
34 shall reflect the needs identified in school improvement plans.

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36 The Board may pay expenses of selected personnel who participate in the training sessions conducted by
37 the State Department of Education.

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The director of schools shall involve central office personnel and staff development trainers in developing the system-wide staff development program and schedule and shall recommend it to the Board for approval.

Legal References:

1. State Department of Education Guidelines for Planning Approvable In-service Education Activities ;
TCA 49-1-214; TCA 49-6-3004(c)(1)
2. TCA 49-5-5703 (a)

Cross References:

- School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601