

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The board of education recognizes its legal obligation to provide inservice activities that are aligned with student learning and educator development needs, and school, district, and/or State improvement goals. It is the board's priority that continuing education for teaching staff focus on the improvement of teachers' and school leaders' effectiveness in assisting students in the achievement of New Jersey Student Learning Standards.

The superintendent shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings. Professional learning shall incorporate coherent, sustained, and evidence-based strategies that improve educator effectiveness and student achievement, including job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.

District-Level Professional Development Plans

The superintendent or his or her designee shall oversee the development and implementation of a plan to address districts' professional development needs. The school district professional development plan shall be reviewed on an annual basis to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders. When overseeing and annually reviewing the school district plan, the superintendent or designee shall:

- A. Review school-level professional development plans;
- B. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
- C. Plan, support, and implement professional learning that addresses the New Jersey Student Learning Standards, and that align with the standards for professional learning in N.J.A.C. 6A:9C-3.3 and the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3;
- D. Develop and update, as necessary, the district mentoring plan for nontenured teachers, including novice provisional teachers who hold a certificate of eligibility (CE) or a certificate of eligibility with advanced standing (CEAS);
- E. Present the plan to the district board of education to review for fiscal impact; and
- F. Certify annually to the New Jersey Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan and that it includes requirements of the district mentoring plan.

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School districts sending to the same middle and/or high school may form a regional consortium to develop one districtwide plan based on the sending schools' plans.

School-Level Professional Development Plans

The principal shall oversee the development and implementation of a plan for school-level professional development that shall ensure:

- A. The school level plan includes:
 - 1. A description of school-level and team-based professional learning aligned with identified school goals; and
 - 2. Teacher and student learning needs; and
- B. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements of N.J.A.C. 6A:9C-4.4(s) that at least 20 hours per year of qualifying professional development experiences are provided. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

Professional Development for School Leaders

“School leader” means an administrator whose position requires possession of a school administrator, principal, or supervisor endorsement.

All active school leaders serving on a permanent or interim basis shall complete training on issues of school law, ethics, governance, and harassment, intimidation and bullying (N.J.S.A. 18A:26-8.2); and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.

A. School Leaders

Each school leader shall create, implement, and complete an individual professional development plan that:

- 1. Aligns with the Professional Standards for School Leaders (N.J.A.C. 6A:9-3.4) and the Standards for Professional Learning;
- 2. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the school leader;
- 3. Identifies professional goals that address specific individual, school, or district goals;
- 4. Grounds professional development activities in objectives related to improving teaching, learning, and student achievement, and in support of the school and/or

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- district professional development plan;
5. Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety, bullying and harassment, and well-being.

B. Professional Development for the Superintendent

The superintendent shall develop an individual PDP for review by his or her district board of education. In developing the individual PDP, the following process shall be followed:

1. Each district board of education shall review the superintendent's individual PDP, including the individual training needs and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development;
2. The superintendent shall submit annually to the board evidence of progress toward completion of the individual PDP. The superintendent also shall submit every three to five years, depending on the length of his or her contract with the board, summative evidence of plan completion;
3. The superintendent may appeal to the executive county superintendent if he or she disagrees with the district board of education regarding PDP contents or progress toward completion. The executive county superintendent shall have final decision-making authority on all such matters.

C. Professional Development for School Leaders

School leaders whose positions require a principal or supervisor endorsement or whose positions require a school administrator endorsement but who do not serve as the superintendent of the district shall develop an individual PDP in collaboration with the superintendent, or designee.

School leaders shall provide evidence of progress toward fulfillment of his or her plan.

The superintendent or designee shall:

1. Review each principal's, supervisor's, or other school leader's individual PDP, including individual training needs and shall ensure it aligns to school and school district goals and the school district's plan for professional development;
2. Meet with the principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and
3. Review the individual PDP's status as part of the principal's, supervisor's, or other school leader's annual performance evaluation.

D. Evidence of Progress and Maintaining Record

The school leader's designated supervisor, or the board in the case of the superintendent, shall:

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1. Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the board in the case of the superintendent shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
 2. Maintain accurate records of each school leader's progress in meeting the individual professional development requirements. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.
- E. If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the board in the case of the superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.

Professional Development for Teachers

Each teacher shall be guided by an individualized professional development plan (PDP), which shall include at least 20 hours per year of qualifying activities. The 20-hour annual requirement shall be based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including the use of family or medical leave.

The content of each PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3.3 and the Standards for Professional Learning in N.J.A.C. 6A:9C-3.3. The individual PDP shall be effective for one year and shall specify, at a minimum:

- A. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; and
- B. One area for development of professional practice derived from individual collaborative team or school district improvement goals.

Progress on the individual PDP shall be discussed at the annual summary conference as detailed in board policy 4116 Evaluation of Teaching Staff Members and law (N.J.A.C. 6A:10-2.4). Evidence of progress toward meeting the requirements of the teacher's individual PDP, may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference.

All teachers governed by the professional development requirements shall have an individual PDP within 30 instructional days of the beginning of their respective teaching assignments. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements of 20 hours of professional development annually. Additional hours of qualifying experiences may be

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required for teachers in low-performing schools, as determined by the Commissioner.

A teacher's individual PDP goals may necessitate more than the recommended minimum requirements. The PDP shall accommodate additional professional development as necessary. Additional hours of qualifying activities may be required for teachers placed on a corrective action plan or teachers in low-performing schools, as determined by the commissioner.

The board of education shall ensure that all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.

Supervisor Responsibilities in the Development of Profession Development Plans (PDP)

The teacher's designated supervisor shall:

- A. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements. The designated supervisor shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and
- B. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.

If a teacher leaves the employ of one New Jersey school district and is hired by another, the former district of employment shall share the teacher's individual PDP and all supporting documentation with the new employing school district. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within 30 days of hire by the employee's new supervisor in collaboration with the new teacher.

Achievement Gap and Inequity

The board shall on a continuing basis, provide professional development training for all school personnel (certified and noncertified) to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of protected status. Parents/guardians and other community members shall be invited to participate in the professional development training. Newly hired certified and noncertified staff shall be provided professional development training on educational equity issues within the first year of employment.

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Mandated Inservice Programs

The superintendent shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, drug/alcohol abuse awareness, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 20 hours of continuing education annually.

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Key Words

Staff Development, Professional Inservice, Visitations, Conferences, Continuing Education

<u>Legal References:</u>	<p><u>N.J.S.A. 18A:6-111 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 18A:6-112</u> <u>N.J.S.A. 18A:6-117 et seq.</u> <u>N.J.S.A. 18A:6-128</u> <u>N.J.S.A. 18A:6-130 et seq.</u> <u>N.J.S.A. 18A:7A-11</u> <u>N.J.S.A. 18A:17-46</u> <u>N.J.S.A. 18A:26-8.2</u> <u>N.J.S.A. 18A:27-4</u> <u>N.J.S.A. 18A:30-7</u> <u>N.J.S.A. 18A:31-2</u> <u>N.J.S.A. 18A:37-17</u> <u>N.J.S.A. 18A:37-21</u> <u>N.J.S.A. 18A:40A-3</u></p>	<p>Instruction in Suicide Prevention Instruction in suicide prevention for public school teaching staff Teacher Effectiveness and Accountability for the Children Ongoing professional development; corrective action plan Professional development Reports be school districts, commissioner; interim review Act of violence; report by school employee; notice of action taken; annual report “School leader” defined training as part of professional development Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder Power of boards of education to pay salaries Attendance at conventions of New Jersey Education Association Establishment of Bullying Prevention Programs and Approaches School Safety Team Initial inservice training programs; curriculum;</p>
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See particularly: availabilityN.J.S.A. 18A:40A-3(a), -18(c)N.J.S.A. 34:5A-10N.J.S.A. 34:5A-13N.J.A.C. 6A:7-1.6N.J.A.C. 6A:9-1.1 et seq.N.J.A.C. 6A:9C-1.1 et seq.

Retention of workplace surveys

Employee education and training

program; certification of instructors

Professional development

Professional standards

Required professional development for
teachers and school leadersSee particularly:N.J.A.C. 6A:9C-4.1 through -
4.4N.J.A.C. 6A:10-2.4N.J.A.C. 6A:10-2.5

Evaluation of all teaching staff

Corrective action plans for all teaching
staffN.J.A.C. 6A:10-4.1 et seq.N.J.A.C. 6A:14-1.2(b)13

Components of teacher evaluation

District eligibility for assistance under
IDEA Part B (regarding highly
qualified teachers)N.J.A.C. 6A:15-1.8N.J.A.C. 6A:16-1.1 et seq.

Inservice training

Programs to Support Student
DevelopmentSee particularly:N.J.A.C. 6A:16-3.1(a)4, -5.1(d),
-6.2(b)12Inservice training, alcohol, tobacco,
drug prevention: safety and security,
cooperation with law enforcementN.J.A.C. 6A:16-7.7N.J.A.C. 6A:16-4011.1

Harassment, Intimidation and Bullying

Reporting potentially missing, abused
or neglected children or attempted or
completed suicideN.J.A.C. 6A:30-1.1 et seq.Evaluation of the performance of
school districtsN.J.A.C. 6A:32-4.1

Employment of teaching staff

Every Student Succeeds Act, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

The Comprehensive Equity Plan, New Jersey State Department of Education

Other Reasons:

N.J.S.A. 18A:6-112 requires that public school teaching staff members complete at least two hours of instruction in suicide prevention as part of the professional development requirement established by the State board. The instruction must be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period.

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N.J.S.A. 18A:6-128 requires the board of education, principal, or superintendent shall provide its teaching staff members with ongoing professional development that supports student achievement and with an individual professional development plan. Additional professional development shall be provided for any teaching staff member who fails or is struggling to meet the performance standards established by the board and a corrective action plan be developed to address deficiencies in performance identified in the evaluation.

N.J.S.A. 18A:26-8.2 defines “school leader” and requires that school leaders complete training on issues of school law, ethics, governance, and harassment, intimidation and bullying.

N.J.S.A. 18A:37-17 requires that school districts provide training on the school district’s harassment intimidation and bullying policies to school employees and volunteers that have significant contact with students; ensure that the training include instruction on preventing bullying on the basis of protected categories and other distinguishing characteristics and develop a process for discussing the district’s HIB policy with students (see N.J.A.C. 6A:16-7.7).

N.J.S.A. 18A:37-21 provides that members of the school safety team shall be provided professional development opportunities that address effective practice of successful school district programs or approaches.

N.J.S.A. 18A:40A-3 (a) requires boards to provide time for staff to receive inservice training on drugs, alcohol, anabolic steroids, tobacco and controlled dangerous substances provided by the State Department of Education or such other institutions, agencies or persons as deemed appropriate by the Commissioner. N.J.A.C. 6A:16-3.1(a)4 reiterates this requirement.

N.J.S.A. 18A:40A-18 (c) requires the student assistance coordinators to assist with the inservice training of school district staff concerning substance abuse issues and the district program to combat substance abuse.

N.J.A.C. 6A:7-1.4(c) states that the district board of education shall develop a comprehensive equity plan once every three years, which shall identify and correct all discriminatory and inequitable educational and hiring policies, patterns, programs and practices affecting its facilities, programs, students and staff.

N.J.A.C. 6A:7-1.6 requires the board to provide professional development training for all school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

N.J.A.C. 6A:9C-3.2 describes the components of professional development. Professional development shall be aligned with the Professional Standards for Teachers and the Professional Standards for School Leaders in

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N.J.A.C. 6A:9-3, the standards for professional learning in N.J.A.C. 6A:9C-3.3; encompass a broad range of professional learning; incorporate coherent, sustained, and evidence-based strategies that improve educator effectiveness and student achievement; and be supported by external expert assistance or additional experiences.

N.J.A.C. 6A:9C-4.1 through -4.2 details the requirements that the chief school administrator or designee oversee the development and implementation of the district professional development plan and ensure that it is reviewed annually. The principal shall oversee the development and implementation of a plan for school-level professional development. The school-level plan must be included in the district-level professional development plan.

N.J.A.C. 6A:9C-4.3 sets forth the requirements for and implementation of school leaders' individual professional development plans. Each school leader shall create, implement, and complete an individual professional development plan (PDP) and each chief school administrator shall develop an individual PDP for review by his or her district board of education.

N.J.A.C. 6A:9C-4.4 sets forth the requirements for and implementation of teachers' individual professional development plans. The professional development plan shall include at least 20 hours per year of qualifying experiences.

N.J.A.C. 6A:16-3.1(a)4(i) requires the board of education shall ensure that all educational staff members receive in-service training in alcohol, tobacco, and other drug abuse prevention and intervention, in accordance with N.J.S.A. 18A:40A-3. The in-service training shall be updated annually to ensure educational staff members have the most current information available on the subject of substance abuse and on the school district's comprehensive alcohol, tobacco, and other drug abuse program, policies, and procedures.

N.J.A.C. 6A:16-5.1(d) requires staff training in recognizing and responding to safety and security concerns, including emergencies and crises, consistent with the district board of education's plans, procedures, and mechanisms for school safety and security. New employees shall receive the in-service training within 60 days of the effective date of their employment. The in-service training program for employees shall be reviewed annually and updated as appropriate.

N.J.A.C. 6A:16-6.2 requires policy and procedures on staff cooperation with law enforcement authorities in matters relating to substances, weapons and safety. N.J.A.C. 6A:16-6.2(b)12 requires in-service training on these policies and procedures.

N.J.A.C. 6A:16-11.1 requires board policy and procedures for school district employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children and on reporting suspected child abuse/neglect, and delivery of information and inservice training programs to school personnel concerning child abuse/neglect.

N.J.A.C. 6A:7-1.6 states that the district board of education's comprehensive equity plan requires in-service training for all staff (both certificated and noncertificated) on a continuing basis to identify

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and resolve problems arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status. The board is required to invite parents and other community members to participate in the professional development training.

<u>Possible</u>	*4115	Supervision
<u>Cross References:</u>	*4116	Evaluation
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141	Health
	*5141.4	Child abuse and neglect
	*6142.2	English as a second language; bilingual/bicultural
	*6171.3	At-risk and Title 1
	*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.