MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE

EMPLOYEES

TITLE: PROFESSIONAL

DEVELOPMENT

ADOPTED: November 12, 2001

REVISED:

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	333. PROFESSIONAL DEVELOPMENT
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority	The Executive Council encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.
3. Guidelines	Graduate/Special Courses
	Only courses of study that are preapproved shall be eligible for reimbursement by the school or a change in compensation.
	Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan.
	Documentary evidence of satisfactory completion of all study programs shall be required.
	All administrators shall file annually by June 1 a record and description of the attainment of approved credits with the office of the Director.
	Professional Education Plan
SC 1205.1 Title 22 Sec. 4.13, 49.17	The professional education committee shall consist of parents and representatives of the community and local businesses per the recommendation of the Director. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.

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The Executive Council shall approve a professional education plan that is designed to meet the educational needs of the school and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Executive Council shall approve the plan prior to submission for approval by the Department of Education.
The Executive Council shall direct that an annual review of the school's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the school, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Executive Council and the Department of Education.
The Executive Council may approve, on a case-by-case basis, specific professional education activities not stated within the school's professional education plan. Executive Council approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.
The Executive Council may disapprove the reimbursement of any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.
In order to continue employment in the school, certificated administrative employees are required to meet all obligations necessary to maintain active certification and provide evidence of meeting such obligations and proof of certification in good standing.