

PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS (M)

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL  
LEADERS (M)

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9C-8 through 11 and 13 and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9B-12 shall comply with the professional development requirements as outlined in N.J.A.C. 6A:9C-4.1 et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. 6A:9C-4.4. The 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



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N.J.A.C. 6A:9C-3.3. The PDP shall be updated annually in accordance with N.J.A.C. 9C-4.4 and modified during the year as outlined in N.J.A.C. 9C4.4(d). District-level and school-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. 6A:9C-4.2

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. 6A:9C-4.3.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. 6A:9C-4.4.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9C-4.1 et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

The Board of Education encourages professional growth of administrators and, therefore, shall reimburse them for earned graduate credits in accordance with the following rules and conditions:

1. Advance application shall be made by December 1 of the school year of course enrollment. The Superintendent shall devise an appropriate application instrument and make it available in the Principal office of each school building.
2. All applications shall be subject to approval of the Superintendent, who may approve only graduate courses meeting the following criteria:
  - a. Leading to a higher educational job certification
  - b. Perceived to be of value to the applicant in serving the district, or;
  - c. Leading to a doctorate in school administration, and;
  - d. Offered by a college or university whose graduate credits are acceptable to the New Jersey State Board of Examiners for certification purposes.
3. Within one hundred twenty days of course completion, a copy of the payment receipt issued by an accredited college or university shall be



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submitted to the office of Superintendent with the appropriate declaration form attached to a purchase request for payment.

4. The applicant must earn a grade of "B" or higher, it's equivalent, or "Pass" in a Pass/Fail grading system, as documented by an official transcript received no later than ninety days following completion of the course. Should administrative difficulties preclude timely receipt of the transcript, a letter of explanation from the college or university official may be used as a basis for extending the deadline.
5. The office of the Superintendent shall have received purchase requests, declaration forms, transcripts, and tuition payment receipts prior to recommending payment approval to the Board of Education.
6. Provided all conditions have been met, reimbursement normally will be paid to applicants within sixty days after receipt of the documents required by this policy. The School Business Administrator/Board Secretary shall process payment within ~~ten~~ **fifteen** days after Board action.
7. The total budget for the administrators' tuition reimbursement program shall not exceed the specified amount in the administrator's contract per school year. If the requests exceed that amount, the allocation shall be prorated among applicants on the basis of the amount requested.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; 6A:9B-8 through 13;6A:9C-3.3; 6A:9C-4.1 et seq.;

**1<sup>st</sup> Reading: 14 December 2017**

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