

CLARK COUNTY SCHOOL DISTRICT REGULATION 4240

R-4240

Deletion/
Addition
Deletion/
Addition
Deletion/
Addition
Deletion
Deletion
Deletion/
Addition
Addition/
Deletion
Deletion
Addition/
Deletion
Addition/
Addition/
Deletion
Deletion/
Addition
Addition/
Deletion
Deletion/
Addition
Addition/
Deletion
Deletion/
Addition
Addition/
Deletion
Deletion/
Addition
Addition

PROFESSIONAL ~~DEVELOPMENT~~ LEARNING: ALL EMPLOYEES

- I. Providing many opportunities for professional ~~development~~ learning is essential to attracting and retaining highly qualified employees, ~~to initiating and sustaining school reform~~ enhancing educator practice, and ~~to~~ improving student achievement. In order to continue to meet the diverse needs of the Clark County School District's (District) staff, and to comply with federal and state standards, varied resources and opportunities for professional ~~development~~ learning are provided throughout the ~~D~~istrict. ~~While most professional development is not mandated, competency is expected.~~ Within available budgetary means, each organizational division in the ~~D~~istrict provides professional ~~development~~ learning, training opportunities, and services in support of ~~D~~istrict and ~~region~~ initiatives. A climate of collaboration and continuous improvement is encouraged within each division, as well as across divisions. The ~~D~~istrict also partners with universities, community agencies, professional associations, and other entities to deliver ~~staff development~~ professional learning. In-district professional ~~development~~ learning offered during the workday by external service providers must be designed and/or implemented through collaboration with ~~D~~istrict personnel.

- II. Professional ~~development~~ learning opportunities shall be provided to employees within the limitations of the ~~D~~istrict's budget, which shall include funds to help defray an employee's expenses for approved professional ~~development~~ learning activities. The ~~D~~istrict will contribute toward expenses of professional ~~development~~ learning activities by granting an employee, in part or in total, paid leave, paid travel, or paid subsistence, as appropriate and as provided within the budget.
 - A. In-District Courses for Professional Development Education (PDE)
 - 1. District personnel shall work jointly with representatives from the Nevada System of Higher Education (NSHE) and professional associations to identify, develop, and approve professional development education training courses. The courses will be developed to strengthen basic skills and/or provide current training in a specific area.

 - 2. The designated administrator in the ~~Curriculum and Professional Development~~ Leadership and Professional Learning Division is responsible for administering a systematic ~~district-wide~~ districtwide PDE training program. This responsibility includes identifying, planning, and implementing the activities.
 - a. The PDE Advisory Committee shall review all proposed courses before

Deletion/
Addition
Deletion/
Addition

they are offered.

b. The committee shall consist of:

Deletion/
Addition
Deletion

(1) ~~Two~~ One representatives from the Clark County Education Association; ~~including an elementary, a middle/junior high school, and/or a senior high teacher.~~

Deletion
Deletion/
Addition

(2) One licensed employee ~~at large~~, chosen by the designated administrator in the Curriculum and Professional Development Leadership and Professional Learning Division.

Deletion
Deletion/
Addition
Addition
Deletion
Addition

(3) ~~Two~~ One representatives from the Clark County Association of School Administrators; and Professional-Technical Employees, including an elementary school, a middle/junior high school, ~~and/or~~ a senior high school principal.

Deletion/
Addition

(4) One representative from the Curriculum and ~~Professional-Development~~ Instruction Division.

(5) One representative from the Human Resources Division.

Deletion/
Addition

(6) One representative from the ~~Nevada State Department of Education~~ Equity and Diversity Education Department.

Deletion/
Addition
Addition
Deletion/
Addition
Deletion

(7) ~~One~~ Two representatives ~~from the University of Nevada, Las Vegas~~ an NSHE institution.

~~(8)~~ One representative from Nevada State College.

~~(9)~~ One representative from the ~~Community College of Southern Nevada~~.

Deletion

Deletion/
Addition
Deletion/
Addition
Deletion

~~(10)~~ (8) One administrator from ~~PDE~~ the Leadership and Professional Learning Division. This representative shall chair the committee.

~~(11)~~ One representative from the ~~Clark County Education Association~~ Community Foundation.

3. To ensure total representation at advisory board meetings, administrative representatives may assign an appropriate alternate to attend meetings.

4. Representatives, with the exception of those from the Human Resources Division; Leadership and Professional Learning Division; the Curriculum and

Addition/
Deletion

Instruction Professional Development Division; and a representative from an institute of higher learning University of Nevada, Las Vegas; the Nevada State College; and the Community College of Southern Nevada, shall serve for a period of three (3) years and may be reappointed for ~~one~~ additional terms.

Addition/
Deletion/
Deletion/
Addition/
Deletion/
Addition/
Deletion

- 5. ~~Regular support staff employees may submit an inservice training course request to the designated supervising administrator for professional development classes relating to the employee's current assignment or to promotional opportunities within the district. Upon successful completion of the course, the employees must request reimbursement by submitting a travel and other expense claim on the appropriate form.~~

B. Out-of-District Activities

Deletion/
Addition/
Addition/
Deletion/
Addition/
Deletion

- 1. Approval for employee participation in professional development education learning activities outside of the District will be governed by the following considerations:

- a. Activities are of direct value to the District.
- b. Attendance of a representative of the District is required at national, regional, or local conferences.
- c. Employees are officers in national, state, regional, or local professional organizations.
- d. Attendance of employees is within the applicable state laws.
- e. Attendance at professional development education learning activities does not unduly interfere with an employee's duties and responsibilities required by the District.

Addition/
Deletion

- 2. An out-of-district travel request with activity description attached is required before any employee can be authorized to participate in out-of-district professional development education learning activities.

Deletion/
Addition/
Addition/
Deletion

Deletion/
Addition

C. Grants-in-Aid

- 1. Professional organizations, when duly organized and functioning with a current constitution or bylaws and with a membership comprised wholly, or in major part, by unified, licensed, support ~~staff~~ professionals, and school police employees, will be eligible to apply for Grant-in-Aid appropriations for the purpose of supplementing the efforts and funds of the organization if such funds have been provided in the budget.

Deletion/
Addition

Deletion/
Addition

2. The president or designated official of a professional organization must submit a Grant-in-Aid application on the appropriate form to the ~~Professional Development Education~~ PDE Advisory Committee by April 1 preceding the fiscal year for which the grant is required. The application or letter must present a plan for the expenditure of funds and must specify the kind and amount of effort and funds to be provided by the applicant organization.

Addition/

Deletion

Deletion/

Addition

Deletion/

Addition

Deletion/

Addition

Deletion/

Addition

Deletion

Deletion/

Addition

Addition/

Deletion

Deletion/

Addition

Deletion/

Addition

Deletion

Addition/

Deletion

Addition/

Deletion

Addition

Addition/

Deletion

Addition

Deletion

Deletion

Addition

Deletion/

Addition

Deletion/

Addition

Deletion/

Addition

Deletion/

Addition

- III. The ~~District~~ has established a ~~Professional Development Consortium (PDC) Central Services Collaborative (CSC) team~~, facilitated by the ~~Curriculum and Professional Development Division~~ Academic Unit, that serves to enhance communication and to expand collaboration regarding professional development learning. Members of the ~~consortium collaborative~~ include ~~region~~, division, and department representatives who offer professional development learning for ~~District staff as well as parent representatives~~. The ~~PDC CSC~~ provides ongoing input to the ~~District's professional development strategic learning~~ plan. The ~~CCSD Clark County School District Districtwide Professional Development Strategic Learning~~ Plan sets realistic goals to enhance professional development learning through improvement of services and systems.

A. Professional Development Learning Services, Communication, and Collaboration

1. District professional development learning providers shall consistently use the ~~Clark County School District~~ online registration and tracking system to register attendees and record participation. All course offerings must be aligned with ~~District~~ initiatives and operational requirements. Professional development learning must be focused on needs aligned with School Improvement Plans; Nevada Academic Content Standards; District Initiatives; ~~Professional Domains and Standards and Indicators~~ outlined in the Nevada Educator Performance Framework ~~district Employee Appraisal Systems~~; or ~~CCSD Clark County School District~~ Policies, Procedures, and Regulations.
2. Data input into the online professional tracking system must be consistent and must be updated and maintained by each service provider to include periodic checking for input errors and/or incomplete information.
3. District service providers who conduct professional development learning must follow established guidelines for initiating training opportunities. Prior to initiating a professional development training learning opportunity, the online system offerings will be reviewed by the service provider for similar training opportunities scheduled within six months. If there are similar opportunities, the following actions should take place:

- a. Communicate with the other service providers to establish an opportunity to collaborate.
- b. Avoid scheduling conflicts and unnecessary duplication of services.

Deletion/
Addition
Deletion/
Addition
Deletion/
Addition

- 4. ~~Models~~ Modalities for providing professional ~~development~~ learning opportunities include, but are not limited to, large groups, small interest groups, ~~online, and video-based sessions~~ face-to-face, and virtual synchronously and/or asynchronously.

Addition

B. Required Professional Learning and Completion Requirements

Addition

- 1. All employees are expected to satisfactorily complete District assigned professional learning activities, as determined by the Superintendent of Schools and/or designee.

Addition

- a. Provided Opportunities: The Teaching and Learning Unit offers required professional learning opportunities aimed at facilitating the successful implementation of District initiatives.

Addition

- b. New Employee Training: Employees assuming new roles within the District are required to engage in regular induction and mentoring training. This training is designed to equip employees with job-embedded skills and strategies, thereby fostering their success in their respective roles.

Deletion/
Addition

Review Responsibility: ~~Human Resources Division~~ Leadership and Professional Learning Division

Adopted: [4231:7/64]

Revised: (9/75; 8/79; 4232/4831:8/66; 6/77; 8/79; 4830:7/63; 8/74; 8/79; 4240: 10/22/81; 3/14/85; 10/26/93; 10/08/96)

Pol. Gov. Review: 6/28/01

Revised: 10/14/04, 4/27/06