

CLARK COUNTY SCHOOL DISTRICT REGULATION

4240

PROFESSIONAL DEVELOPMENT: ALL EMPLOYEES

- I. Providing many opportunities for professional development is essential to attracting and retaining highly qualified employees, to initiating and sustaining school reform, and to improving student achievement. In order to continue to meet the diverse needs of the Clark County School District's staff, and to comply with federal and state standards, varied resources and opportunities for professional development are provided throughout the district. While most professional development is not mandated, competency is expected. Within available budgetary means, each organizational division in the district provides professional development, training opportunities, and services in support of district and region initiatives. A climate of collaboration and continuous improvement is encouraged within each division as well as across divisions. The district also partners with universities, community agencies, professional associations, and other entities to deliver staff development. In-district professional development offered during the workday by external service providers must be designed and implemented through collaboration with district personnel.
- II. Professional development opportunities shall be provided to employees within the limitations of the district's budget, which shall include funds to help defray an employee's expenses for approved professional development activities. The district will contribute toward expenses of professional development 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 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 Division is responsible for administering a systematic district-wide PDE training program. This responsibility includes identifying, planning, and implementing the activities.
 - a. The PDE Advisory Committee shall review all proposed courses before they are offered.
 - b. The committee shall consist of:
 - (1) Two representatives from the Clark County Education Association; including an elementary, a middle/junior high school, and/or a senior high teacher.

- (2) One licensed employee at large, chosen by the designated administrator in the Curriculum and Professional Development Division.
 - (3) Two representatives from the Clark County Association of School Administrators; including an elementary, a middle/junior high school, and/or a senior high principal.
 - (4) One representative from the Curriculum and Professional Development Division.
 - (5) One representative from the Human Resources Division.
 - (6) One representative from the Nevada State Department of Education.
 - (7) One representative from the University of Nevada, Las Vegas.
 - (8) One representative from Nevada State College.
 - (9) One representative from the Community College of Southern Nevada.
 - (10) One administrator from PDE. 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; the Curriculum and Professional Development Division; the 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 term.
 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

1. Approval for employee participation in professional development education 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 activities does not unduly interfere with an employee's duties and responsibilities required by the district.
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 activities.

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, 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.
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 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.

- III. The district has established a Professional Development Consortium (PDC), facilitated by the Curriculum and Professional Development Division, that serves to enhance communication and to expand collaboration regarding professional development. Members of the consortium include region, division, and department representatives who offer professional development for district staff as well as parent representatives. The PDC provides ongoing input to the district's professional development strategic plan. The CCSD Professional

Development Strategic Plan sets realistic goals to enhance professional development through improvement of services and systems.

A. Professional Development Services, Communication, and Collaboration

1. District professional development 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 must be focused on needs aligned with School Improvement Plans, Nevada Standards, District Initiatives, Professional Domains and Standards outlined in the district Employee Appraisal Systems, or CCSD 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 must follow established guidelines for initiating training opportunities. Prior to initiating a professional development training 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.
4. Models for providing professional development opportunities include, but are not limited to, large groups, small interest groups, online, and video-based sessions.

Review Responsibility: Human Resources Division
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