

6102 Professional Development Policy

1. The goal of this plan is to coordinate staff development with the mission and goals of Maeser. Maeser is dedicated to helping staff members find training opportunities to give them the help they need to accomplish the mission of the school.
2. Staff development at Maeser includes, but is not limited to, the following:
 - a. Faculty staff meetings
 - b. Department meetings
 - c. Collaboration with teachers within and outside of department
 - d. Collaboration with Department Heads
 - e. Study Groups
 - f. Action Research Groups
 - g. Workshops taught at Maeser by outside speakers
 - h. Workshops attended by Maeser staff at other locations
3. The Maeser Board and Administration will give recommendations to staff members about appropriate workshops that align with school curriculum goals and pedagogy. Maeser will seek to correlate staff development with the needs of its faculty.
4. Prioritization of workshops, conferences, and in-service training will be as follows:
 - a. Faculty development under the direction of the School Director & Administration
 - b. Socratic method instruction
 - c. AP Conferences as applicable for staffing and curricular needs
 - d. Specific curriculum instruction
 - e. Utah Standards Curriculum
5. Workshops, conferences, and in-service training will also be prioritized by:
 - a. Staff impact (curriculum needs of entire staff or a large group of staff: Socratic instruction, Director instruction, new faculty support/ training)
 - b. Individual impact (curriculum needs of individual staff: AP/CE)
 - c. Staff awareness (pedagogy courses)
 - d. Individual awareness (individual college classes, etc.)
6. Staff procedures for attending conferences and/or workshops will be as follows:
 - a. Faculty must receive permission to attend from School Director and/or Board
 - b. Prior to attending, staff must complete any forms required to request funds and obtain proper approval and signature from Administration (including Request for Time Off form).
 - c. Out of state requests should be submitted with 30 days' notice, to ensure best use of available funds
 - d. After attending, participant will submit a written summary of the workshop as well as an expense report
 - e. Administration will monitor expenses to ensure proper use of funds
 - f. Workshop expenditures may include registration, travel, meals, and lodging, or a combination of these
 - g. Participants will share information gained from workshops with other members of the staff at faculty and/or in-service meetings
 - h. Administration will maintain documentation of the above procedures

- i. Documentation by classroom teachers may be used to show relationship to specific target areas for which workshop was intended

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