

**STAFF DEVELOPMENT**

The technology center’s certified personnel must accumulate a minimum of seventy-five (75) points during a five-year period, with some points completed each year. However, no more than a total of one hundred fifty (150) hours of local, state, or federal professional development or training shall be required for classroom instructors during any five-year period. These points must be authorized by prior approval of the activity by the superintendent and must follow the guidelines as established by the staff development committee and the board of education of the technology center. The local campus Staff Development Committee shall keep a record of each staff development activity and points accumulated.

Instructors will be notified in writing annually of their points earned. At the end of the school year, instructors will receive copies of the total points earned for the school year and must review and sign the record sheet to signify their review and confirmation or dispute of points earned. Instructors shall maintain written documentation of all their completed professional development.

For accounting purposes, staff development points must be reported on or before the last day of the current school year. Re-employment may be contingent upon the successful completion of the requirements of the local staff development policy. Points earned while teaching at another school may be transferred for CVTC credit.

Instructors must attend all meetings called or approved by the superintendent or individual building administrators. Instructors are expected to attend professional meetings for which they are given days off from instruction to attend. Instructor meetings will be called as needed by the superintendent or designee. An employee not attending required professional development will be treated as absent, must turn in leave appropriate to the reason for the absence, and must make arrangements to make up the professional development.

In addition to these requirements, all instructors will be required to participate in individual growth goals in accordance with the programs and guidelines established by the Oklahoma State Department of Education. These growth goals will be established in conjunction with an instructor’s evaluation (regardless of whether an instructor is evaluated during a school year) but will not increase the required number of professional development points needed under this policy.

Reference: OAC 210: 20-19-3; OKLA. STAT. tit. 70, § 6-194.