

PROFESSIONAL DEVELOPMENT PLAN

R4502

1. The Professional Development Plan for administrators, teachers and other professional staff is updated on an annual basis by the Director of Curriculum and Instruction and the district-wide Professional Development Task Committee to ensure compliance with system goals. This process commences in the fall and progresses throughout the school year. Input is sought from the Leadership Team prior to the finalization of the plan.
2. The Professional Development Plan is announced to the faculty and staff by June 1st. The plan includes the professional development full day dates, early release days dates, and the content of the sessions for the following year.
3. The Director of Curriculum and Instruction presents the system-wide professional development needs of the district during the budget presentation to the School Committee. Each Principal also presents a site based professional development budget that is based upon the number of professional staff in their building. Funding at the building level enables the site administrators to recommend professional development opportunities to individual staff members in accordance with their Individual Professional Development Plans.
4. An annual priority for the district-wide Professional Development Plan is to ensure alignment between the district's curriculum and the Massachusetts Curriculum Framework documents. In addition to curriculum and instruction topics, this plan may also include training in specific areas such as bullying, harassment, gender issues, crisis management, restraint training, etc, as the need arises.
5. The staff in each building establishes an annual priority list to align its Professional Development Plan to support the district wide goals, while provisioning for building site needs and goals in the school improvement plan.
6. Annual training is provided each fall to all members of school improvement councils that delineates the purpose of school councils under the Educational Reform Act of 1993, roles and responsibilities of school council members, and effective techniques for participatory decision-making.

Regulations Adopted:
Regulations Reviewed:
Regulations Revised:

WESTFORD PUBLIC SCHOOLS
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