



**SECTION: EMPLOYEES**

**POLICY: 333**

**TITLE: PROFESSIONAL  
EDUCATION PLAN**

**ORIGINAL: January 9, 2006**

**CURRENT REVISION: April 4, 2022**

**LAST REVIEWED BY THE  
COMMITTEE:**

**I. PURPOSE**

The purpose of the District's Professional Education Plan is to support the professional development of all staff. Continuing professional education and training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.

**II. DEFINITIONS**

None.

**III. POLICY**

A. The Board expects all professional employees to further their professional and personal advancement through graduate courses, in-service training, and professional development activities.

B. Professional Education Plan

a. The Board shall approve a professional education plan, and any amendments thereto, that:

- i. is designed to meet the educational needs of the District, its students and its employees
- ii. identifies District professional development priorities
- iii. encourages professional development activities at the school and individual level
- iv. specifies a variety of options for professional development including, including training on subjects required by law, regulations and Board policy, through:
  1. approved courses
  2. in-service programs
  3. observation/assessment activities
  4. involvement in a development/improvement process
  5. individually guided activities
  6. identifies approved providers

b. The Board shall approve the Plan and any amendments thereto prior to submission for approval by the Department of Education.

c. The Board shall ensure an annual review of the District's Professional Education Plan by the Professional Education Plan Committee to determine if the Plan continues to meet the needs of the District, the Strategic Plan, and the employees, students, and community.

d. The Professional Education Plan Committee may recommend amendments to the plan subject to approval by the Board and the Department of Education.

- e. The District will assess the success of its Professional Education Plan using five sources of assessment, including:
  - i. participants' reactions;
  - ii. participants' learning;
  - iii. organizational support and change;
  - iv. use of new knowledge and skills; and
  - v. student learning and achievement.
- C. Prior to approval by the Board and submission to the Secretary of Education, the Professional Education Plan shall be made available for public inspection and comment in the District's administrative offices for a minimum of twenty-eight (28) days.
- D. Trauma-Informed Approach Education
  - a. The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.
  - b. The district shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:
    - i. Recognition of the signs of trauma in students.
    - ii. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
    - iii. Recognition of the signs of impact of secondary trauma on school employees and appropriate resources for employees experiencing secondary trauma.
    - iv. The district's policies regarding trauma-informed approaches.
    - v. The district's policies regarding connecting students with appropriate services.
    - vi. Training shall be based on evidence-based or evidence-informed programs that meet the needs of the district's local community and reflect current best practices related to trauma-informed approaches.
- E. Professional Education Plan Committee
  - a. The Board will appoint to the Professional Education Plan Committee six-(6) community members, including parents of children attending a school in the District; local business representatives; one (1) School Board member; and other individuals representative of the community.
  - b. Six (6) teacher representatives, divided equally among elementary, middle, and high school teachers, shall be selected by the teachers. The educational specialists shall select Two (2) educational specialists. The administrators shall select six (6) representatives of administrators.
  - c. The Professional Education Plan Committee will meet at least once a year to review the effectiveness of the District's Professional Education Plan in relation to the goals of the District and to make needed additions and revisions. Committee members will review a report with data collected indicating the success of the Plan and the budget required. The committee will meet throughout the three-year period covered by the Plan.
  - d. The Professional Education Plan Committee, with the prior approval of the Board, may appoint such subcommittees, as it deems necessary. A sub-committee may be appointed by the Professional Education Plan Committee to organize ongoing professional development activities including the District in-service programs, workshops, and courses to implement the District's Professional Education Plan.
- F. Induction Plan

- a. The District shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the district.
- b. The district shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations.
- c. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.
- d. Induction Program for School System Leaders
  - i. School system leaders shall complete an induction program that is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.
  - ii. School system leaders include principals, vice principals, assistant principals, Assistant Superintendent, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.

**IV. DELEGATION OF AUTHORITY**

- A. The Superintendent may approve, on a case-by-case basis, specific professional education activities not stated within the District's Professional Education Plan. Guidelines in the District's Professional Education Plan will describe the approval process. The Superintendent's approval is not required for credits or hours required for administrator certification related to the area of assignment or certification, or included in the District's Professional Education Plan.
- B. The Wissahickon School District Professional Education Plan has established criteria to maintain quality in continuing professional education options based on the Pennsylvania Department of Education Guidelines, Professional Development Standards developed by the National Staff Development Council, and recommendations of the Professional Education Plan Committee. The Director of Curriculum and Instruction, the Superintendent or designee, the Director of Personnel, and the Professional Education Plan Committee will monitor these criteria.
- C. All professional employees shall file, annually, a record and description of the attainment of approved credits with the Office of Personnel. In order to continue employment in the District, professional employees are required to meet all obligations necessary to maintain active certification.

**V. REFERENCES**

24 P.S. 517  
 24 P.S. 1205.1  
 24 P.S. 1205.2  
 22 PA Code 4.13  
 22 PA Code 49.17  
 24 P.S. 1311-B  
 Pol. 100  
 24 P.S. 1144  
 24 P.S. 1151  
 22 PA Code 49.16  
 24 P.S. 1205.5

24 P.S. 1217  
24 P.S. 102  
24 P.S. 1205.7  
20 U.S.C. 7801  
24 P.S. 1205.6  
24 P.S. 1311-B  
Pol. 806