



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4131
Page 1 of 5

Certificated Personnel

Staff Development

1. Purpose and Scope

Describes the overall district plan and specifies the phase-in and selection criteria for schools desiring to apply for special funding of staff development activities.

2. Regulation

- A. A phase-in plan in conformity with contemporary specially funded program requirements will be maintained.
- B. Within the phase-in plan, the district administration will use the following criteria for determining which school shall be deemed eligible to apply for special funding of staff development activities.
 - (1) Pupil and school personnel shall be systematically assessed with regard to staff development needs and shall be in concurrence with the priorities arising from that assessment.
 - (2) The staff development plan of all schools shall be directly related to district educational goals and shall include the following elements:
 - (a) To improve instructional, personal development, and counseling/advertisement skills;
 - (b) To ensure that the curriculum and instructional approaches, including materials, are designed to meet the individual needs of each student; that particular attention is given to student achievement of basic skills in reading, writing, and computation; and that limited and non-English-speaking, disadvantaged, and exceptional students have their particular needs addressed.
 - (c) To develop curricula and instructional materials in a wide range of area, including language arts, sciences, arts, physical and mental health, and career education.

Staff Development (continued)

- (d) To create and sustain the best possible learning environment in the schools; and positive, cooperative, supportive relationships between and among students, staff, community, and Governing Board.
 - (3) A substantial proportion of the school staff shall participate in the staff development activities.
 - (4) A procedure for the evaluation of staff development activities which is sufficient to determine their effectiveness shall be maintained.
 - (5) The proposed plan shall be compatible with the unique needs of the particular school as well as the district's master plan for staff development.
- C. District assistance to local schools shall include:
- (1) Maintenance of a district framework for the planning, implementation and evaluation of local staff development programs. The district's Division of Instructional Services, particularly the Office of Special Programs when application for special funding is involved, will assist a school in developing its program in such a way that it meets the school's needs and yet is compatible with the district's priorities and with the master plan for staff development.
 - (2) The district shall provide a system for coordinating, when appropriate, the staff development activities of the various schools.
 - (3) The Division of Instructional Services shall assist each school with ongoing evaluation of its program.
- D. Direction of staff development activities throughout the district shall be the responsibility of a Staff Development Council composed of teachers, counselors, and administrators. The Council shall determine needs, establish training priorities, and monitor the quality of in-service activities.
- E. Staffing shall include both external (nondistrict) consultants as well as district employees including early retirees and adult education staff.

Staff Development (continued)

- F. Activities will be financed by coordinating the expenditure of regular funds with staff development funds available in the existing federal and state programs.
 - (1) District will pay for voluntary participation in certificated staff development activities initiated and approved by the district and/or sites outside of the duty day. This approved staff development after school, on weekends, or during summer and other school recesses will be at a rate of \$100.00 for a full professional day. Fractional days will be prorated based upon the full day rate.
 - (2) It is not the intent of this provision to pay teachers to attend conferences or to provide reimbursement for portions of the day while attending conferences paid for by the district.

- G. Program evaluation shall be required with basic assessment of staff development activities consisting of evaluation by participants and follow up to determine the extent to which the skills and content of these activities are being implemented.

Retraining

A voluntary program providing experienced peer training, college courses, and other seminar type district-sponsored experiences, or a combination thereof, is offered to ensure the highest possible level of excellence in the educational program.

- 1. Purpose and Scope
 - To provide regulations relative to voluntary retraining programs.

- 2. Regulation
 - A. Objectives of the program are:
 - (1) To provide current content subject matter competence in the new teaching assignment.
 - (2) To provide knowledge of current instructional methodology for assigned content area.
 - (3) To provide knowledge of resources available at the school and in the department for the new assignment.

Staff Development (continued)

Retraining (continued)

B. Eligibility

- (1) Participation shall be based on the principal's recommendation and mutually agreed upon. The following priorities shall be followed in determining participation:
 - (a) Assignment to one or more sections which require new skills/content and for which no authorizing credential is held.
 - (b) Reassignment to area for which the retrainee is credentialed but may not, if at all, have recently taught and for which new skills/content are required.
 - (c) Request by teacher to upgrade skills in credentialed teaching or departmental area.
 - (d) Request by teacher to be retrained into district departmental area of shortage for which no authorizing credential is held.
- (2) Financial Eligibility
 - (a) Only those staff in Class V of the salary schedule are eligible for reimbursement of tuition/fees per the negotiated contract.
 - (b) All staff approved for retraining may elect reimbursement for textbooks when such texts accompany the claim form.

D. The following modes of training are:

- (1) Peer Training: Volunteer trainers acceptable to both the principal and the participating teacher may be assigned for variable hours.
- (2) College Courses: Participation in agreed upon college courses related to the subject matter taught compensated for up to twenty-eight (28) hours of actual classroom instruction. Course fees shall be reimbursed by the district up to but not exceeding the current University of California tuition/fees. No credit toward salary advancement shall be given for units acquired. Where because of reassignments the number of teachers

Staff Development (continued)

Retraining (continued)

needing similar retraining coursework is sufficient, the district may contract with teacher training institutions to provide such coursework and at its option pay for included costs for designated teacher.

- (3) Seminars: Seminars may be offered for multiple trainee participation.
- (4) Combination: A teacher may request participation in both the college course and the on-campus peer trainer staff development program.

E. Trainer Pay

Compensation for trainers and trainees shall reflect the number of trainees served as well as the difficulty level of the assignment as mutually agreed upon by the principal and trainer/trainee. This agreement shall be approved prior to the training sessions by the Assistant Superintendent of Instruction/Personnel Services.

- F. The principal shall authorize assignment and payment for participation and completion of the objectives of the agreement by submission of a signed time card and "Request for Authorization of Special Assignment," Form 44.37, and "Special Assignment Pay Request, Form 44.07.

Legal Reference:

Regulation approved: 1/13/87
Revised: 3/10/97