

## PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

Professional staff members are encouraged to pursue and are provided with opportunities for the development of increased competencies beyond those which they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for growth will be provided through such means as the following:

1. Planned inservice programs and workshops offered within the school system from time to time.
2. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other meetings.
3. Leaves of absence for advanced educational training.
4. Credit on the salary schedule for additional approved, educational training.

The Local Superintendent will have authority to approve released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose and approved Board regulations.

It should be sufficiently understood that all release time has some effect on the efficient operation of the School District. All release time involves expenditures in the form of salaries that must be justified. No approvals for release time will be granted where the individual's or Columbia School's fulfillment of responsibilities will be jeopardized.

Prepayment of registration may be requested, in writing, if it exceeds fifty dollars. A receipt must be obtained by the employee.

Written requests for prepayments should be submitted to the Treasurer along with a requisition approved by the employee's supervisor and the Local Superintendent and a copy of the approved trip request. At that time, a purchase order will be issued and a check will be sent to the appropriate organization.

Following attendance at the professional meeting, the employee is responsible for obtaining a receipt for the registration. The employee must file a summary statement of items discussed and how these items will relate to their current assignment. Failure to do so will result in the employee having to repay the amount of the registration to the Board of Education.

Adopted: 1980  
 Revised: July 20, 1998  
 December 16, 1998  
 December 17, 2003

LEGAL REFS.: ORC 3313.20  
 3315.07  
 3319.131  
 OAC 3301-35-03

CROSS REFS.: GCBC, Professional Staff Fringe Benefits  
 GCBD, Professional Staff Leaves and Absences

CONTRACT REF.: CLEA Negotiated Agreement, Articles 11 and 30

Columbia Schools, Columbia Station, Ohio