

STAFF DEVELOPMENT

In order to provide for an excellent quality of education a minimum of 15 hours of Staff Development for the entire faculty are required of each school. It has been widely recognized that staff development is intimately related to successful improvement/innovation. (ASCD) Staff Development is any set of activities or processes intended to improve skills, attitudes, understanding or performance in present or future roles. This development should **update teachers** in contemporary trends in all subject areas. Staff development should also train, plan, monitor and assess the process of **school wide innovations/improvements** e.g. writing across the curriculum, cooperative learning, computer integration.

In order to provide this time, as well as the required experiences listed below, it is necessary to schedule a **minimum** of 7 teacher days in addition to student days and exclusive of snow days. Therefore, **all schools will schedule a minimum of 187 teacher days**. Individual schools will schedule additional days as needed for specific school needs.

Requirements: a minimum of 15 hours of staff development for the entire faculty in addition to:

Orientation	1 full day
Faculty Retreat Day	1 full day
Diocesan Educational Conference	1 full day
Parent Conferences/Secondary Religion	1 full day (or describe your alternate)
Faculty Meetings	Monthly

This time is intended to provide the opportunity to address changes identified in the School Planning Cycle, Middle States Action Plan, ITBS results, continuing development of the Integrated Language Arts Program, integration of technology across the curriculum, broadened forms of assessment and strategies for meeting the needs of special students, etc

The 15 hours (minimum) of faculty Staff Development **may** include:

- Professional instructor, consultant
- Use of professional video program e.g. ASCD, Master teacher
- Instruction by a competent local source: e.g. subject area coordinator, etc.

It **may not** include:

- Clerical work, classroom decorations
- Parent conferencing
- Faculty social events, luncheons, celebrations

Individual teachers are expected to engage in personal professional development. The plan for each teacher should be discussed at the time of the interview/renewal of contract. This personal professional development is **not** part of the 15 hours required of each total faculty. Each teacher is expected to participate in professional development annually. Teachers who have not yet achieved full catechetical certification, Instructional II or met the required technological competencies will pursue those certifications within the time frames required for each certificate.

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