

PROFESSIONAL DEVELOPMENT

Catholic school educators will be provided with opportunities for professional development, as well as, spiritual growth. Such professional development is considered an essential element of a teacher's professional growth.

Professional Development Provided by the Catholic Schools Office

Since there are no Catholic colleges or universities in the Intermountain area, the diocese will provide professional development opportunities with a spiritual or Catholic identity topic that would not be provided in any other way on the local level. These days will include the celebration of the Eucharist. Catholic school educators will gather twice a year.

1. The two diocesan professional development days are contract days. Contracted educators are required to attend and other staff may be required to attend if the topic would be beneficial to them. They are given advance notice of this commitment.
2. The spring professional day will include recognition of service and "Outstanding Employees".
3. Each professional development day will be for all levels of education, PK-12. The planning committee will make every effort to provide for a range of interests and teaching positions.
4. Each school will be billed for the professional development day according to the number of educators/staff who should attend from the individual school.
5. The diocesan professional development day should be a minimum of five hours time. The Eucharist comprises one hour of this time.

Professional Development Provided at the Local Level

Each school will provide at least six professional development offerings throughout the year. These programs must address the goals of the school and the needs of the faculty. At least one will be spiritual in nature. They are usually 1 – 2 hours in length.

The Catholic Schools Office authorizes early dismissal of students one day a month to make time available for diocesan-wide meetings, inter-school study groups, staff meetings, and grade-level planning.

In order to provide planning time for staff, some schools require students to attend school longer on some days of the week and less than the standard time on other days. The Catholic Schools Office authorizes such variance as long as the total hours for the week equals the standard school week. The decision rests with the principal. Parent(s)/guardian(s) must be notified well in advance.

Faculty meetings may be scheduled as deemed necessary by the principal. Meetings of the entire school faculty should be scheduled at least once a month in addition to the professional

development provided by the Catholic Schools Office.

Other Opportunities for professional development may be offered by public school districts, through conferences, or at the local school. Each school should provide some time for educators to attend and participate as desired and needed.

Individual Responsibility for Professional Development

Teachers/administrators must continue to grow professionally every year of their educational careers.

Principals are to provide leadership in the development and support of meaningful professional development programs. They shall devote time and energy to activities conducive to staff improvement.

Each educator at every level and in any capacity shall:

1. Assume responsibility for professional self-evaluation.
2. Seek more effective instructional and/or administrative and supervisory procedures.
3. Keep informed on current trends and practices in his/her field through an organized program of professional reading.
4. Participate in formal professional development activities including workshops, courses, conferences, and other special events dealing with teaching/learning.
5. Continue his/her education through selected academic, cultural, and other enriching experiences.
6. Keep a personal log on professional development. One hundred (100) clock hours are required every five years. This record must be submitted to the principal at the end of each academic year and shall be placed in the teacher's personnel file. It is also presented to the principal for approval at the time of license renewal.
7. Have a current professional plan and keep track of points needed for renewing educator license.

Membership in Organization

Membership in professional organizations is highly encouraged but voluntary on the part of individual staff members. However, each Catholic school shall hold membership in the National Catholic Educational Association, Western Catholic Educational Association (WCEA), and Northwest Accreditation Commission (NWAC). Membership is optional for elementary schools. Other Professional Organizations are encouraged as appropriate. Elementary schools are strongly encouraged to belong to the National Middle School Association.