
PROFESSIONAL DEVELOPMENT PROCEDURE (CUR-P003)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Curriculum and Professional Development Support oversees and monitors the professional development activities in the Sacramento City Unified School District (SCUSD).

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Administrators, Curriculum and Professional Development Support

3.0 APPROVAL AUTHORITY:

- 3.1 Associate Superintendent, LSU A
3.2 Associate Superintendent, LSU B
3.3 Associate Superintendent, LSU C
3.4 Associate Superintendent, LSU D

Signatures on File

4.0 DEFINITIONS:

- 4.1 SCTA –Sacramento California Teacher Association
4.2 18/24 Staff Development Program - Sacramento City Unified School District currently has a mandatory 18/24-Hour Staff Development Program that reflects three (3) days of staff development for K-12 teachers and non-management specialists (18 hours for K-12 certificated teachers and 24 hours for non-management specialists). The goal for teachers receiving the 18/24 hours of staff development is to ensure that the 18/24 hours are completed between July 1st and March 31st of the school year. Make-up sessions may be completed by May 31st. The District and/or school site may schedule staff development opportunities beginning July 1 of the current school year. Failure to complete the program will result in dock in individual's pay and in service credit.

5.0 PROCEDURE:

- 5.1 The goal of all professional development activities in Sacramento City Unified School District is increased student learning.
- 5.1.1 Professional development activities are aligned to district priorities.
- 5.1.2 Professional development activities address the significant needs, expressed through varied assessment processes, of the diverse segments of the professional staff, teachers, administrators, and specialists, beginning and veteran teachers.
- 5.2 Professional Development surveys are administered annually to teachers and administrators.

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- 5.3 Results of the surveys will be used to determine the professional development offerings at the district and school levels.
- 5.4 Teachers may request that qualifying professional development sessions be applied towards their mandated 18/24 Hour Staff Development Program.
- 5.5 Administrative Professional Development Institutes, such as AB430 principal trainings, which are held during the summer and the school year, are offered to administrators to support specific student learning areas.

Tailored staff development is available to support new principals and assistant principals.

In addition to their participation in professional developments with their staff, administrators continue their professional learning through summer professional development sessions and regular leadership and professional growth meetings with their Associate Superintendents.

Administrators are encouraged to attend workshops and conferences offered by professional growth organizations.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Professional Development Surveys-Elementary, Middle and High Schools
- 6.2 Sacramento City Unified School District Professional Development Plan
- 6.3 Memorandum explaining the 18/24-Hour Staff development Program
- 6.4 Brochure explaining the online E-School program
- 6.5 18/24 Hour Staff Development Program Staff Development Frequently Asked Questions
- 6.6 Staff Development "Non-District/Individual Request for Approval" form
- 6.7 Staff Development "Request for Session Registration Number" form
- 6.8 Staff Development Sample/Blank Agenda form
- 6.9 Staff Development Session sign-in/sign-out form
- 6.10 Staff Development Contract Language and Letter of Agreement Language (between SCUSD and SCTA)
- 6.11 Staff Development Personal Record Log (online)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|---|----------------------------------|------------------|--------------------|-------------------------|
| 2001-02 School Year (18-Hour Staff Development Program) | Curriculum and Instruction Files | 5 years | Discard as desired | Off-site locked storage |

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|---|----------------------------------|---------|--------------------|-------------------------|
| 2002-03 School Year (18-Hour Staff Development Program) | Curriculum and Instruction Files | 5 years | Discard as desired | Off-site locked storage |
| 2003-04 School Year (18-Hour Staff Development Program) | Curriculum and Instruction Files | 5 years | Discard as desired | Off-site locked storage |
| 2004-05 School Year (18-Hour Staff Development Program) | Curriculum and Instruction Files | 5 years | Discard as desired | Off-site locked storage |
| 2005-06 School Year (18-Hour Staff Development Program) | Curriculum and Instruction Files | 5 years | Discard as desired | Off-site locked storage |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 1/19/05 | A | Initial Release |
| 11/08/06 | B | <ul style="list-style-type: none">• Revised to reflect new organizational structure• Retention table updated |