

General Personnel

Professional Development Program

The Board of Control's commitment to quality instruction includes hiring well-qualified employees and encouraging professional growth. Therefore the Executive Director or designee shall implement a professional development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction.

At least once every 2 years, the in-service training of licensed school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

At least once every 2 years, the in-service training of all personnel who work with students shall include training on educator ethics, teacher-student conduct, and school employee-student conduct.

At least once every 2 years, the in-service training of all school personnel who work with students; shall include training on how to (a) communicate with, and listen to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connect youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs and services as needed, and (c) implement SASED's policies, procedures, and protocols with regard to such youth, including confidentiality. The in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.

All staff members are encouraged to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automatic external defibrillator, in accordance with a nationally recognized certifying organization. The professional development program may include training and services of experts in life-saving techniques to instruct teachers and other school personnel.

Staff Meetings

The Executive Director or designee shall plan and conduct professional meetings according to the conditions of the applicable collective bargaining agreement, assignment and/or school calendar. All employees shall be required to attend orientation days, institute meetings, in-service training sessions, workshops, and parent-teacher meetings as appropriate to their assignment. Failure to attend such meetings without prior approval shall be considered an absence without pay.

SASED Meetings/Conferences

The Executive Director or designee will plan SASED meetings/conferences as far in advance as possible. The purposes of such meetings/conferences shall be consistent with goals of SASED, and to the greatest extent possible, part of an ongoing, comprehensive staff development plan. All such meetings will have a specific agenda and anticipated outcomes.

Professional Growth

With the approval of the Executive Director or designee, staff members may be released to attend national, state, and local professional meetings, conferences or workshops. The Executive Director or designee will determine on an individual basis:

- The appropriateness and professional benefit of the meeting

- Financial considerations
- Number of released days from the staff member's work assignment

Reimbursement

SASED will reimburse employees for attendance at professional meetings, conferences, or workshops which have been pre-approved as outlined above.

A request from an employee for expense reimbursement will be subject to the provisions of the accompanying regulations regarding the reimbursement of expenses.

Professional Organizations

Membership in specialized professional organizations can be of value to assist the staff in keeping abreast of new knowledge, instructional materials, and pedagogical developments.

Therefore, the annual budget will provide a sum of money for the purpose of paying membership fees, either instructional or individual as appropriate, in selected specialized professional organizations as determined by the Executive Director or designee.

A request from an employee for such board-paid membership shall be subject to the approval of his/her immediate supervisor and the Executive Director and the limitations of the budget allocation.

For the purposes of this policy, the National Education Association, Illinois Education Association, American Federation of Teachers, local teacher organizations, and any similar teacher or employer organization shall not be considered specialized professional organizations.

LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.32-.39, 5/10-23.12, 5/24-5, and 110/3.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/1 et seq., Good Samaritan Act.

CROSS REF.: 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 4:160 (Hazardous and Infectious Materials), 5:20 (Workplace Harassment Prohibited), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management Program)

ADOPTED: October 28, 2009

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