

## 3.9 Requirements for Staff and Professional Development



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Revises Previous Effective Date: N/A

### I. Policy:

In Georgia, State and Federal Leadership Funds are used to support a variety of programs designed to provide professional development and training to all staff: administrative, support staff, technology teams, teachers and volunteers. Each local eligible program must develop an annual professional development plan.

### II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

### III. Related Authority:

P.L. 105-220 Section 223-1

### IV. Definitions:

**Professional Development:** the planned activity for staff designed to improve those elements of professional knowledge and skills that affect adult learning, file documentation or performance reporting and includes a process for identification of needs and evaluation.

### V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[Program Administrator's Resource Guide](#)

[Non- Employee Expenses](#)

[Professional Learning Unit \(PLU\) Policies and Procedures](#)

[Professional Development Calendar](#)

## **VI. Procedure:**

### **Office of Adult Education Professional Development and Technical Assistance**

The Office of Adult Education (OAE) provides numerous opportunities for staff to attend trainings relative to the knowledge and skills needed to function effectively in their jobs. Workshops are provided for administrators, support staff, technology teams, teachers and volunteers. Program Administrators meet quarterly for program updates and participate in professional development (PD) activities designed to enhance their leadership and program management skills. New administrators are provided an orientation to Georgia Adult Education Policy and Procedures, GALIS (Georgia Adult Learner Information System), special state initiatives and other items relevant to program management. Technical Assistance for Grant Writing workshops are provided annually for current and potential grantees (in a competitive year).

Professional development needs are identified through surveys of need, reports of program reviews and desktop monitoring by system office personnel. At the conclusion of each professional development activity, participants evaluate the activity and also identify future training needs. A plan is developed from these sources with an annual calendar of PD events and marketing is initiated to encourage participation in the appropriate professional development.

Customized trainings and technical assistance is provided by the four Regional Education Coordinators in their assigned regions based upon local or regionally identified needs. The OAE Data Center conducts several trainings annually on the information management system, which includes new user sessions, system updates and end-of-year data processing. In addition, on-going technical assistance is provided to programs.

Workshops are provided to improve the quality of instruction pursuant to local activities. Technical assistance and workshops are provided to assist programs effectively work with adult learners during the intake and assessment process. Program leadership teams and teachers also receive training on data collection and analysis for the National Reporting System (NRS).

**Local Professional Development (PD) Plan:**

Each local eligible program must complete an annual Professional Development plan. The plan should focus on professional learning and growth to support program improvement and student outcomes:

- Revisions or updates to the plan are provided to the Office of Adult Education if the PD Plan changes during the year.
- Provisions should be made for staff to attend state or regional professional development training that is appropriate;
- Documentation of PD activities (as defined on page 1) should be input into GALIS with a copy of the Sign-In Sheet and Evaluation Summary submitted to the Office of Adult Education following each training. Local programs should maintain a physical file of all training documentation to include: Sign-in sheets, agendas, handouts, and the Evaluation Forms.
- New employees shall be provided new employee orientation and training
- All personnel should be included in the Professional Development Plan;
- Local personnel that manipulates data are encouraged to attend appropriate trainings on GALIS (Georgia Adult Learner Information System);
- Teachers and support staff are trained to implement NRS reporting;
- The process should involve evaluation by attendees and identification of needs; and
- PD activities for staff should be designed to improve those elements of professional knowledge and skills that affect adult learning, file documentation or performance reporting.

**Attendance**

- Upon accepting federal grant funds, the local eligible program shall ensure that staff attends appropriate trainings and represents the program;
- Professional Development activities provide opportunities to all new staff to participate in orientation and basic training;
- The SDA Program Administrators meet quarterly for professional development and program updates.

**Professional Learning Unit (PLU) Credit**

PLU credits are granted for a class/training that meets requirements of the Georgia Professional Standards Commission (GPSC). The class/training must receive pre-approved for credit prior to its beginning and minimum of 10 contact hours is required for 1 PLU credit (handled by the system office).

Candidates interested in receiving PLU credits for an approved course must first complete the Application for Professional Learning Unit (PLU) Credits to secure individual prior approval for the course. Then, the candidate should complete the official registration process for the approved course. Finally the PLU Application

for Credit, signed by the instructor, should be submitted to the appropriate agency (see Professional Learning Unit (PLU) Credit Policies & Procedures).

### **Non-Employee Expenses**

When adult education learners are involved in EAGLE Professional Development or other training activities, the *Non-Employee Expenses* process is available to provide reimbursement for student expenses. The procedures for processing non-employee expenses are:

1. The non-employee signs and dates the completed Agreement for Reimbursement of Expenses.
2. After the event, the non-employee should complete the Expense Statement for Consultant/Contractor.
3. Expenses may be paid from Staff Development 223 funds or administrative travel.
4. Refer to the *Non-Employee Expenses* in the attachments.

### **Registration Fees and Travel**

- Travel shall comply with the Georgia travel regulations.
- Funds are to be used for actual costs of registration, not to include memberships. Meals covered by registration fees cannot be claimed for reimbursement.

### **Salaries**

- Professional Development funds may be used to pay for substitutes while the teacher is attending training.
- The teacher is paid from regular accounts.

## **VII. Records Retention:**

Local eligible programs shall adhere to the Record Retention Chart available in the attachment section of Policy 2.3