

Edmore School District Policies

Recommended

Descriptor Code: CCA

SUPERINTENDENT & OTHER ADMINISTRATIVE PROFESSIONAL DEVELOPMENT

The Superintendent and administrators shall comply with all licensure renewal requirements established by the Department of Public of Instruction.

Superintendent Professional Development

The Board shall pay for the superintendent's membership in the following associations: **NDCEL, NDASA.**

The Superintendent is authorized to attend professional development opportunities each calendar year; however, the Superintendent shall avoid absences that will be detrimental to district operations. The Superintendent shall notify the Board and receive approval prior to attending any professional development training lasting more than **5** sequential business days. The District shall reimburse the Superintendent for the activity's registration/participation fee and travel, lodging, and meals at state reimbursement rates so long as the short-term leave was approved by the Board through policy or board action.

Professional Development for Other Administrative Staff

The Board shall pay for the administrative staff's membership in the following associations: **NDCEL, NDASSP, NDAESP, and NDSBMA.** For the purposes of this policy, administrative staff is defined as school principals.

The administrative staff is authorized to attend professional development opportunities each calendar year; however, administrative staff shall avoid absences that will be detrimental to district operations. Administrative staff shall notify the Superintendent and receive approval prior to attending any professional development training lasting more than **5** sequential business days. The District shall reimburse administrative staff for registration/participation fees and travel, lodging, and meals at state reimbursement rates so long as the short-term leave was approved by the Board through policy or board action.

Long-Term Professional Development Leave

The Board may grant paid long-term professional development leave to the Superintendent or administrative staff for graduate study. The granting or denial of a request for professional development leave shall be at the sole discretion of the Board.

The Board shall make this determination based on the following criteria:

1. The needs of the District (e.g., whether the training will assist the District with achieving its goal, the degree that the individual's service is needed during the requested period of leave, etc.)
2. Appropriateness of the course of study;
3. The number of past leave requests made by the employee that have been granted by the Board;
4. Number of years the employee has been employed with the District;
5. The length of the leave request and the time of year the employee will be absent;
6. Whether the individual has unused vacation, personal, and other applicable paid leave available to use.

Requests for leave must occur **2** months prior to the commencement date of the requested leave. The request shall detail leave dates and specify programs to be pursued.

If the Board grants long-term professional leave to a member of the administrative staff during the school year, the employee shall be instructed that s/he has the right to return to a similar position

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but no guarantee of returning to the same school or same position. The employee shall agree to this stipulation as a condition of granting the leave request.

End of Edmore Policy CCAAdopted: 3/7/2013