

**Policy 4331: Staff Development**

**Status:** ADOPTED

**Original Adopted Date:** 10/01/1998 | **Last Revised Date:**  
12/01/2013 | **Last Reviewed Date:** 12/01/2013

The Governing Board recognizes that professional development enhances employee effectiveness and contributes to personal growth. Staff development for administrative and supervisory personnel shall be designed to guide institutional improvement, build leadership skills, and enhance overall management efficiency.

The Superintendent or designee shall develop a plan for administrator support and development activities that is based on a systematic assessment of the needs of district students and staff and is aligned to the district's vision, goals, local control and accountability plan, and other comprehensive plans.

The district's staff development program for district and school administrators may include, but is not limited to, the following topics:

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1. Personnel management, including best practices on hiring, recruitment, assignment, and retention of staff
  2. Effective fiscal management and accountability practices
  3. Academic standards and standards-aligned curriculum and instructional materials
  4. Leadership training to improve the academic achievement of all students, including capacity building in pedagogies of learning, instructional strategies that meet the varied learning needs of students, and student motivation
  5. The use of student assessments, including analysis of disaggregated assessment results to identify needs and progress of student subgroups
  6. The use of technology to improve student performance and district operations
  7. Creation of safe and inclusive school environments
  8. Parental involvement and community collaboration
  9. Employee relations
  10. Effective school and district planning processes
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The district's staff evaluation process may be used to recommend additional staff development for individual employees.

The Superintendent or designee shall evaluate the benefit to staff and students of professional development activities.

| <b>State</b>                | <b>Description</b>   |
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| Ed. Code 44681-44689        | <u>Administrator training and evaluation</u>                           |
| Ed. Code 52059.5-52077      | <u>Local control and accountability plan</u>                           |
| <b>Management Resources</b> | <b>Description</b>   |
| Website                     | <u>CSBA District and County Office of Education Legal Services</u>     |
| Website                     | <u>Association of California School Administrators</u>                 |
| Website                     | <u>Commission on Teacher Credentialing</u>                             |
| Website                     | <u>WestEd</u>  |
| Website                     | <u>California Department of Education</u>                              |
| WestEd Publication          | <u>California Professional Standards for Educational Leaders, 2001</u> |
| <b>Code</b>                 | <b>Description</b>   |
| 0000                        | <u>Vision</u>  |
| 0100                        | <u>Philosophy</u>  |
| 0200                        | <u>Goals For The School District</u>                                   |
| 0410                        | <u>Nondiscrimination In District Programs And Activities</u>           |
| 0415                        | <u>Equity</u>  |
| 0420                        | <u>School Plans/Site Councils</u>                                      |
| 0420                        | <u>School Plans/Site Councils</u>                                      |
| 0440                        | <u>District Technology Plan</u>  |
| 0440                        | <u>District Technology Plan</u>  |
| 0450                        | <u>Comprehensive Safety Plan</u>                                       |
| 0450                        | <u>Comprehensive Safety Plan</u>                                       |
| 0460                        | <u>Local Control And Accountability Plan</u>                           |
| 0460                        | <u>Local Control And Accountability Plan</u>                           |
| 0500                        | <u>Accountability</u>  |
| 1100                        | <u>Communication With The Public</u>                                   |
| 1113                        | <u>District And School Websites</u>                                    |
| 1113                        | <u>District And School Websites</u>                                    |
| 1113-E(1)                   | <u>District And School Websites</u>                                    |
| 1114                        | <u>District-Sponsored Social Media</u>                                 |
| 1114                        | <u>District-Sponsored Social Media</u>                                 |
| 1240                        | <u>Volunteer Assistance</u>  |
| 1240                        | <u>Volunteer Assistance</u>  |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                    |
| 1312.3                      | <u>Uniform Complaint Procedures</u>                                    |
| 1312.3-E(1)                 | <u>Uniform Complaint Procedures</u>                                    |
| 1312.3-E(2)                 | <u>Uniform Complaint Procedures</u>                                    |
| 1313                        | <u>Civility</u>  |
| 3100                        | <u>Budget</u>  |
| 3100                        | <u>Budget</u>  |
| 3230                        | <u>Federal Grant Funds</u>   |
| 3230                        | <u>Federal Grant Funds</u>   |
| 3260                        | <u>Fees And Charges</u>  |
| 3260                        | <u>Fees And Charges</u>  |
| 3350                        | <u>Travel Expenses</u>   |
| 3460                        | <u>Financial Reports And Accountability</u>                            |
| 3460                        | <u>Financial Reports And Accountability</u>                            |
| 3511.1                      | <u>Integrated Waste Management</u>                                     |
| 3511.1                      | <u>Integrated Waste Management</u>                                     |
| 3514                        | <u>Environmental Safety</u>  |
| 3514                        | <u>Environmental Safety</u>  |
| 3514.1                      | <u>Hazardous Substances</u>  |
| 3514.1                      | <u>Hazardous Substances</u>  |
| 3515                        | <u>Campus Security</u>   |
| 3515                        | <u>Campus Security</u>   |
| 3515.2                      | <u>Disruptions</u>   |
| 3515.2                      | <u>Disruptions</u>   |
| 3516                        | <u>Emergencies And Disaster Preparedness Plan</u>                      |
| 3516                        | <u>Emergencies And Disaster Preparedness Plan</u>                      |

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| 3516.2       | <u>Bomb Threats</u>                           |
| 3516.3       | <u>Earthquake Emergency Procedure System</u>  |
| 3542         | <u>School Bus Drivers</u>                     |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u> |
| 3551         | <u>Food Service Operations/Cafeteria Fund</u> |
| 3552         | <u>Summer Meal Program</u>                    |
| 3552         | <u>Summer Meal Program</u>                    |
| 3580         | <u>District Records</u>                       |
| 3580         | <u>District Records</u>                       |
| 4000         | <u>Concepts And Roles</u>                     |
| 4030         | <u>Nondiscrimination In Employment</u>        |
| 4030         | <u>Nondiscrimination In Employment</u>        |
| 4040         | <u>Employee Use Of Technology</u>             |
| 4040-E(1)    | <u>Employee Use Of Technology</u>             |
| 4111         | <u>Recruitment And Selection</u>              |
| 4112.23      | <u>Special Education Staff</u>                |
| 4113         | <u>Assignment</u>                             |
| 4113         | <u>Assignment</u>                             |
| 4119.21      | <u>Professional Standards</u>                 |
| 4119.21-E(1) | <u>Professional Standards</u>                 |
| 4119.41      | <u>Employees With Infectious Disease</u>      |
| 4157         | <u>Employee Safety</u>                        |
| 4157         | <u>Employee Safety</u>                        |
| 4158         | <u>Employee Security</u>                      |
| 4158         | <u>Employee Security</u>                      |
| 4161         | <u>Leaves</u>                                 |
| 4161         | <u>Leaves</u>                                 |
| 4211         | <u>Recruitment And Selection</u>              |
| 4219.21      | <u>Professional Standards</u>                 |
| 4219.21-E(1) | <u>Professional Standards</u>                 |
| 4219.41      | <u>Employees With Infectious Disease</u>      |
| 4257         | <u>Employee Safety</u>                        |
| 4257         | <u>Employee Safety</u>                        |
| 4258         | <u>Employee Security</u>                      |
| 4258         | <u>Employee Security</u>                      |
| 4261         | <u>Leaves</u>                                 |
| 4261         | <u>Leaves</u>                                 |
| 4311         | <u>Recruitment And Selection</u>              |
| 4315         | <u>Evaluation/Supervision</u>                 |
| 4319.21      | <u>Professional Standards</u>                 |
| 4319.21-E(1) | <u>Professional Standards</u>                 |
| 4319.41      | <u>Employees With Infectious Disease</u>      |
| 4357         | <u>Employee Safety</u>                        |
| 4357         | <u>Employee Safety</u>                        |
| 4358         | <u>Employee Security</u>                      |
| 4358         | <u>Employee Security</u>                      |
| 4361         | <u>Leaves</u>                                 |
| 4361         | <u>Leaves</u>                                 |
| 5137         | <u>Positive School Climate</u>                |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>   |
| 5141.4       | <u>Child Abuse Prevention And Reporting</u>   |
| 5141.52      | <u>Suicide Prevention</u>                     |
| 5141.52      | <u>Suicide Prevention</u>                     |
| 5145.12      | <u>Search And Seizure</u>                     |
| 5145.12      | <u>Search And Seizure</u>                     |
| 5145.3       | <u>Nondiscrimination/Harassment</u>           |
| 5145.3       | <u>Nondiscrimination/Harassment</u>           |
| 5145.9       | <u>Hate-Motivated Behavior</u>                |
| 5148         | <u>Child Care And Development</u>             |
| 5148         | <u>Child Care And Development</u>             |
| 5148.2       | <u>Before/After School Programs</u>           |

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| 5148.2      | <u>Before/After School Programs</u>                        |
| 5148.3      | <u>Preschool/Early Childhood Education</u>                 |
| 5148.3      | <u>Preschool/Early Childhood Education</u>                 |
| 6000        | <u>Concepts And Roles</u>                                  |
| 6011        | <u>Academic Standards</u>                                  |
| 6020        | <u>Parent Involvement</u>                                  |
| 6020        | <u>Parent Involvement</u>                                  |
| 6111        | <u>School Calendar</u>                                     |
| 6120        | <u>Response To Instruction And Intervention</u>            |
| 6141        | <u>Curriculum Development And Evaluation</u>               |
| 6141        | <u>Curriculum Development And Evaluation</u>               |
| 6142.91     | <u>Reading/Language Arts Instruction</u>                   |
| 6142.92     | <u>Mathematics Instruction</u>                             |
| 6142.93     | <u>Science Instruction</u>                                 |
| 6161.1      | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1      | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6161.1-E(1) | <u>Selection And Evaluation Of Instructional Materials</u> |
| 6162.5      | <u>Student Assessment</u>                                  |
| 6162.51     | <u>State Academic Achievement Tests</u>                    |
| 6162.51     | <u>State Academic Achievement Tests</u>                    |
| 6162.6      | <u>Use Of Copyrighted Materials</u>                        |
| 6162.6      | <u>Use Of Copyrighted Materials</u>                        |
| 6163.1      | <u>Library Media Centers</u>                               |
| 6171        | <u>Title I Programs</u>                                    |
| 6171        | <u>Title I Programs</u>                                    |
| 6172        | <u>Gifted And Talented Student Program</u>                 |
| 6172        | <u>Gifted And Talented Student Program</u>                 |
| 6173        | <u>Education For Homeless Children</u>                     |
| 6173        | <u>Education For Homeless Children</u>                     |
| 6173-E(1)   | <u>Education For Homeless Children</u>                     |
| 6173-E(2)   | <u>Education For Homeless Children</u>                     |
| 6173.1      | <u>Education For Foster Youth</u>                          |
| 6173.1      | <u>Education For Foster Youth</u>                          |
| 6173.2      | <u>Education Of Children Of Military Families</u>          |
| 6173.2      | <u>Education Of Children Of Military Families</u>          |
| 6173.4      | <u>Education For American Indian Students</u>              |
| 6174        | <u>Education For English Learners</u>                      |
| 6174        | <u>Education For English Learners</u>                      |
| 6175        | <u>Migrant Education Program</u>                           |
| 6175        | <u>Migrant Education Program</u>                           |
| 6178        | <u>Career Technical Education</u>                          |
| 6178        | <u>Career Technical Education</u>                          |