

**Richmond School District Policy**  
**Administrator Professional Development Opportunities**

**Policy #: 223**

The District's professional development plan for licensed employees, which shall be developed or updated at least annually under the leadership and supervision of the District Administrator, shall include a section addressing the professional development needs of licensed administrators.

Administrators are expected to maintain high standards of knowledge, skills, and professional competency and practice. Accordingly, subject to applicable budgetary constraints and appropriate supervisory approval, administrators are encouraged to continue their professional growth through the following:

1. Active involvement in formal and informal professional learning communities both within and outside the District;
2. Use of a wide range of technology-based resources;
3. Leading professional development activities for District employees or other educators;
4. Participation in conventions, programs, professional meetings, and other activities conducted by administrator associations, government agencies, and other entities that actively serve public schools and educators;
5. Seminars, workshops, and courses offered by institutions of higher education; and
6. Other formal and informal professional development activities, including any activities appropriate for the particular administrator that may already be included in the District's staff development plan for licensed employees.

Expenses directly related to an administrator's qualifying professional development activities will be paid for or reimbursed by the District to the extent and in the manner provided by applicable District procedures, including all procedures that relate to (1) obtaining supervisory approval for specific activities, costs, and any time away from work; and (2) the submission of complete and timely documentation of qualified expenses. The submission of any inappropriate or unreasonable costs or expenses for payment by the District may affect the administrator's evaluation and/or result in discipline.

Administrators are expected to use the District's performance evaluation process as an opportunity for direct discussion between the administrator and his/her supervisor/evaluator concerning the standards, content areas, and/or specific activities that would be most beneficial for the administrator to consider as a focus for his/her upcoming professional development activities.

Any administrator who is subject to the professional development plan (PDP) process specified by the Department of Public Instruction in relation to state licensure is encouraged to consult with his/her direct supervisor concerning activities that the administrator may choose to include in his/her PDP. Because administrator professional development will often be more self-directed and rely more heavily on external resources, relationships, or affiliations than may be the case for non-administrative

personnel, such discussions are particularly important as a means for administrators to share ideas and gain awareness of sources for high-quality professional development activities.

## **DISTRICT ADMINISTRATOR PROFESSIONAL DEVELOPMENT**

The District Administrator has heightened responsibility, relative to other employees, to self-monitor his/her own professional development activities to ensure that they do not interfere with the appropriate performance of his/her other duties and that any District costs remain in line with Board expectations and established budgetary parameters. The District Administrator shall adhere to established procedures regarding approval of professional development activities, costs, and expenses. When traveling, the District Administrator shall ensure that he/she makes appropriate arrangements regarding his/her contact information and for any appropriate in-District leadership designations that will apply in his/her absence.

The District Administrator shall, at least annually, prepare and present to the Board a proposal for his/her own professional development activities, which shall be consistent with this policy and with the District-wide professional development plan for licensed employees. In consultation with the District Administrator, the Board may approve, reject, or modify the proposal. The proposal may identify specific activities along with their expected costs, and it may also identify general goals that could be pursued through a variety of activities as different opportunities arise.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.24\(5\)](#) [attendance at conventions by selected administrators]

[Section 121.02\(1\)\(b\)](#) [professional staff development plan]

#### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(b\)](#) [professional staff development plan]

[PI 34.03](#) [administrator standards]

[PI 34, Subchapter V](#) [stages of licensure, including professional development plans connected to licensure]

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