

## **SUPERINTENDENT & OTHER ADMINISTRATIVE PROFESSIONAL DEVELOPMENT<sup>1</sup>**

The Superintendent and administrators shall comply with all professional development requirements contained in law and established by the district along with licensure and credential renewal requirements established by the Department of Public of Instruction and the Education Standards and Practices Board.

### **Superintendent Professional Development**

The Board shall pay for the superintendent's membership in the following associations:

- A. NDCEL (North Dakota Council of Educational Leaders)**
- B. AASA (American Association of School Administrators)**
- C. NDASBO (North Dakota Association of School Business Officials)**
- D. NAFIS (National Association of Federally Impacted Schools)**

The Superintendent is authorized to take 5 days for professional development each school year<sup>2</sup>. 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 Superintendent shall request board approval for participation in professional development activities that will incur costs. The District shall reimburse the Superintendent for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation 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, AASA, NDASBO, NAFIS. For the purposes of this policy, "administrative staff" means school principals.

Administrative staff may take 5 days for professional development each school year<sup>3</sup>. 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 Superintendent shall request board approval for administrative staff participation in professional development activities that will incur costs. The District shall reimburse administrative staff for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation was approved by the Board through policy or board action.

### **Long-Term Professional Development Leave**

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<sup>1</sup> Boards should review the superintendent and administrators' contract prior to adopting this policy. Do not adopt any portion of this policy covered by these contracts.

<sup>2</sup> For purposes of this section, "school year" means the period beginning July 1 and ending June 30.

<sup>3</sup> For purposes of this section, "school year" means the period beginning July 1 and ending June 30.

The Board may grant unpaid or 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 and determination that it be with or without pay is at the sole discretion of the Board.

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

1. Needs of the District (e.g., whether the training will assist the District with achieving its goals, the degree to which the individual's service is needed during the requested period of leave, etc.)
2. Appropriateness of the course of study;
3. Number of past leave requests made by the individual and the number that have been granted by the Board;
4. Number of years the individual has been employed by the District;
5. Length of the leave request and the time of year the employee will be absent;
6. Whether or not the individual has unused vacation, personal, or other applicable paid leave available.

Requests for leave must occur 3 months prior to the commencement date of the requested leave. The request must state the 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 individual must be notified that they have a right to return to a similar position but there is no guarantee of returning to the same school or the same position. The individual shall agree to this stipulation as a condition of receiving approval.

**End of [Name of District] Policy CCA ..... Adopted:**

**[08/17]**