

GUIDELINES FOR ADMINISTRATOR INSERVICE ACTIVITIES

I. DEFINITION

Inservice training is defined as a planned program or planned sequence of experiences, activities, and studies designed to develop the competencies and skills of an administrative staff member and to improve the overall school operation program.

II. PURPOSES OF ADMINISTRATOR INSERVICE

- To develop, upgrade, and update skills, processes of school administration, and leadership so that effective and efficient school management can continue to take place.
- To develop, upgrade, and meet the needs of individuals to increase competencies in their present or future role.
- To assist individuals in career advancement or other professional advancement.
- To assess the needs and competencies of individuals.

III. CRITERIA FOR INSERVICE CREDIT

Credit will be issued for:

- Professional conferences
- Workshops
- Graduate studies
- Professional association participation
- District sponsored inservice
- Other activities deemed appropriate as meeting the purpose of administrator inservice

Inservice for an individual administrator shall consist of 15 contact hours for each 1 hour of inservice credit. A contact hour is defined as time spent in a formal activity.

A minimum of 20 credits must be earned every 6 years with the understanding that some service credits will be earned annually.

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1st Reading:	01/10/1994
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1st Reading:	06/10/2013
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