



## Administrative Guidelines

**Department:** Academics (OAAP)

**Policy:** GAD

**Topic:** Professional Learning Opportunities

**Revised:** August 2019

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### **PROCEDURE**

Professional Learning is the means by which teachers, administrators, and other staff acquire, enhance, and refine the knowledge, skills, practices, and dispositions necessary to create and support high levels of learning for all students.

#### ***PURPOSE***

To provide leadership, technical assistance, and resources to Marietta City employees in order to improve student learning through organizational development and professional learning. Certified, classified, supervisory, and non-certified instructional support staff shall adhere to guidelines established by the State of Georgia and any additional requirements established by the local system to maintain licensure. School and/or system administration may designate certain professional learning activities as mandatory for all personnel beyond this requirement. As required by State Board Rule 160-3-3-.04, Marietta City Schools will maintain a Comprehensive Local Improvement Plan (CLIP) that addresses professional learning as a component. This plan shall meet the requirements of the Georgia Board of Education and federal guidelines concerning professional learning.

#### ***COMMITTEE STRUCTURE AND FUNCTION***

A district level team coordinates and implements professional learning according to state rules. Each local school has a professional learning community who designs, coordinates and implements school professional learning opportunities.

#### ***PROFESSIONAL LEARNING STIPENDS***

*Professional learning activities and funds are governed by the State Board of Education Rule*

*160-3-3.04. Stipends may be awarded only when the following conditions are met:*

Staff member is a full-time certified employee or licensed instructional para-professional.

Staff member participates in an approved activity, as related to individual professional learning plan/goals, and outside normal contract professional learning time.

There is evidence that the knowledge, skills, practices, and dispositions gained from the professional learning activity are aligned to an approved individual plan, or a school or LEA initiative and/or product, and/or specific goals.