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## **STAFF DEVELOPMENT (HRO-P003)**

WENATCHEE SCHOOL DISTRICT

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### **1.0 SCOPE:**

- 1.1 This describes the staff development procedure for certificated and classified employees.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1 Assistant Superintendent of Human Resources and Director of Human Resources

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Superintendent of Human Resources and Director of Human Resources

### **4.0 DEFINITIONS:**

- 4.1 Personal and Professional Learning – Personal and Professional learning is defined as the belief that all staff are learners who are engaged in ongoing training. All staff as learners share strategies and methods for personal and organizational improvement. Learning is fostered and supported through opportunities aligned with the mission of the district and reflective of best practices tailored to meet the needs, work required and interests of all learners.
- 4.2 Professional Development Delivery Model – a delivery model that includes: Written goals and objectives; training activities aligned to the goals and objectives; evaluation procedures and criteria to assess the success of the delivery model.
- 4.3 Training – A cooperatively planned program of training for job-related activities designed to increase the competencies of common school certified and classified employees in the performance of their assigned responsibilities.

### **5.0 PROCEDURE:**

- 5.1 During the district goal-setting process, the areas of focus are identified through a shared decision-making process involving stakeholder representatives.
- 5.2 The Cabinet will select an Advisory Group to determine training needs.
- 5.3 The Advisory Group shall:
  - 5.3.1 Identify staff to be trained;
  - 5.3.2 Identify training staff has already received;
  - 5.3.3 Determine training needed based on goals, gaps and training requested by staff;
  - 5.3.4 Prepare a proposal that includes a list of staff, suggested training and projected budget and submit to Cabinet for approval.
- 5.4 The Cabinet will review the proposal and either approve as is, request changes or reject the proposal.
  - 5.4.1 The Cabinet may solicit input from other groups as needed.
- 5.5 If the proposal is not approved, the Advisory Group has the option of developing another proposal and submitting it to the Cabinet.

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5.6 If the proposal is approved, a training plan is developed by the Human Resources Department or other sponsoring departments. The training plan shall include:

5.6.1 Content;

5.6.2 Instructional delivery and instructors;

5.6.3 Length of training;

5.6.4 Location of training;

5.6.5 Time of training including substitutes needed (if applicable);

5.6.6 Resources required;

5.6.7 Clock hours, credit, tuition reimbursement considerations.

5.7 The training is delivered according to the training plan and records of the training are maintained.

5.8 The training is assessed in the following ways:

5.8.1 Class evaluations at the conclusion of each training

5.9 Evaluation feedback assists in taking necessary action to improve training delivered.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Class Evaluations

6.2 Performance Evaluations

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Class evaluations	HR	Two years	Shred	NA
Performance evals	Employee file	Permanently	NA	Vault

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
07-May-01	A	Original Release
17-Dec-02	B	Executive Director changed to Assistant Superintendent
17-Dec-03	C	Deleted 5.8.2 reference to performance evaluations by supervisor of staff
09-Nov-04	D	Streamlined 5.2; changed retention for class evaluations from one to two years; updated flowchart to reflect changes
14-Dec-05	E	Added Director of Human Resources to Responsibility and Approval Authority; added "other sponsoring departments" to 5.6

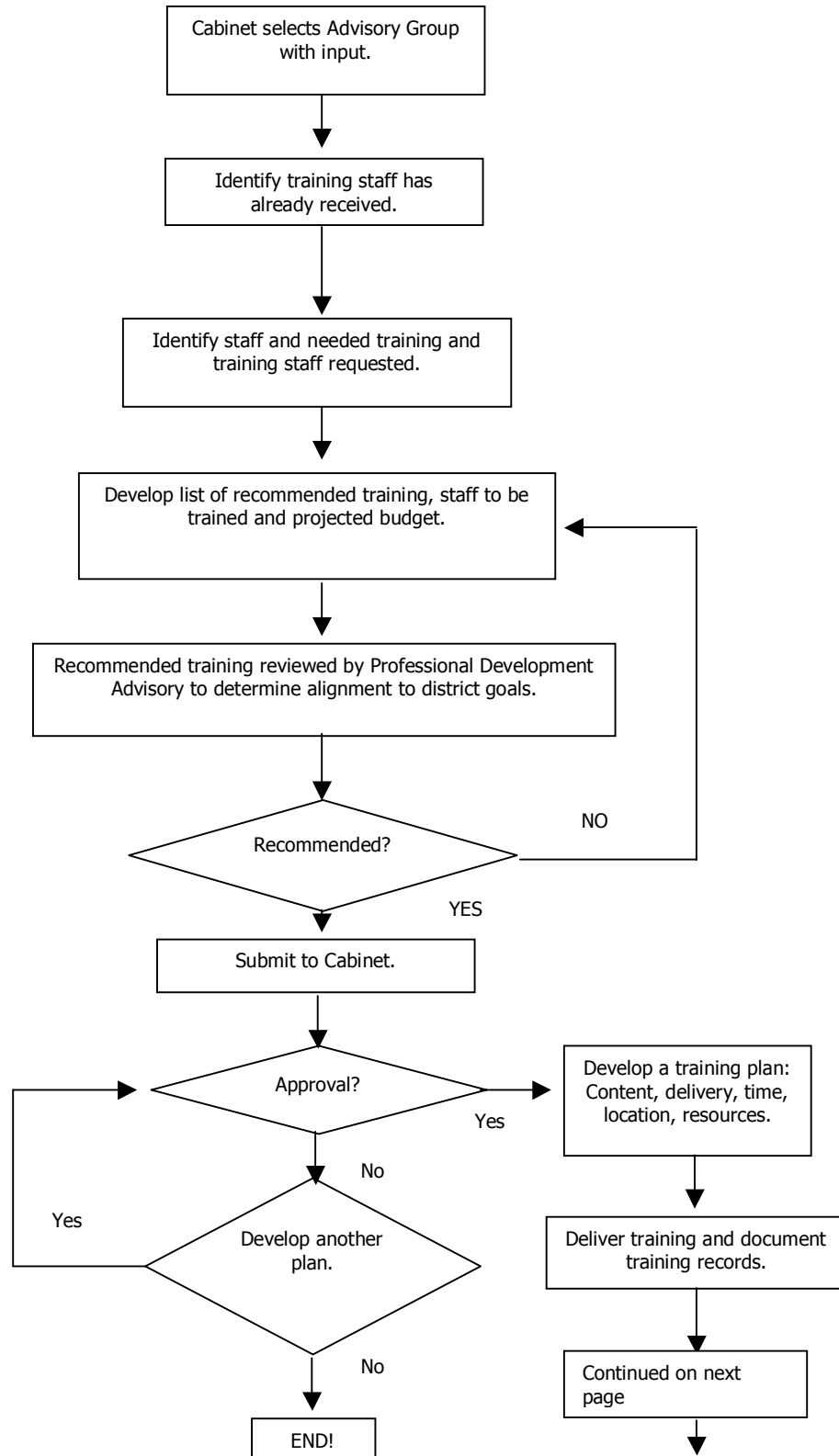
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### Exhibit "A"

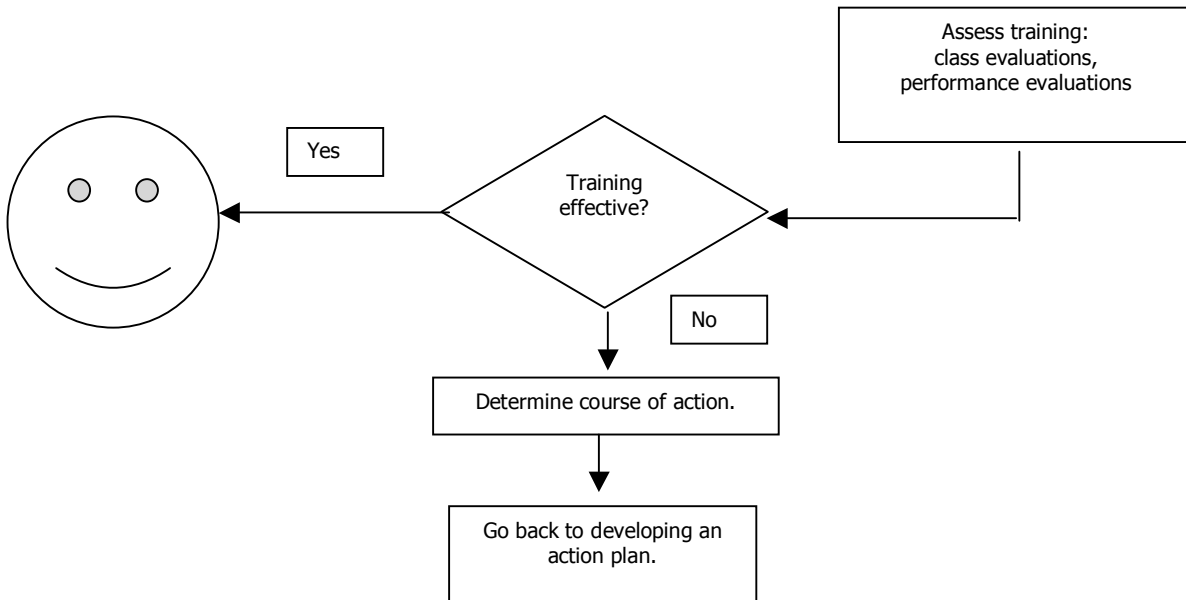


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**\*\* End of Procedure \*\***