

CLARK COUNTY SCHOOL DISTRICT REGULATION 4240

R-4240

PROFESSIONAL LEARNING: ALL EMPLOYEES

- I. Providing many opportunities for professional learning is essential to attracting and retaining highly qualified employees, enhancing educator practice, and improving student achievement. In order to continue to meet the diverse needs of the Clark County School District's (District) staff and to comply with federal and state standards, varied resources and opportunities for professional learning are provided throughout the District. Within available budgetary means, each organizational division in the District provides professional learning, training opportunities, and services in support of District initiatives. A climate of collaboration and continuous improvement is encouraged within each division, as well as across divisions. The District also partners with universities, community agencies, professional associations, and other entities to deliver professional learning. In-district professional learning offered during the workday by external service providers must be designed and/or implemented through collaboration with District personnel.
- II. Professional learning opportunities shall be provided to employees within the limitations of the District's budget, which shall include funds to help defray an employee's expenses for approved professional learning activities. The District will contribute toward expenses of professional learning activities by granting an employee, in part or in total, paid leave, paid travel, or paid subsistence, as appropriate and as provided within the budget.
 - A. In-District Courses for Professional Development Education (PDE)
 1. District personnel shall work jointly with representatives from the Nevada System of Higher Education (NSHE) and professional associations to identify, develop, and approve professional development education training courses. The courses will be developed to strengthen basic skills and/or provide current training in a specific area.
 2. The designated administrator in the Leadership and Professional Learning Division is responsible for administering a systematic districtwide PDE training program. This responsibility includes identifying, planning, and implementing the activities.
 - a. The PDE Advisory Committee shall review all proposed courses before they are offered.
 - b. The committee shall consist of:

- (1) One representative from the Clark County Education Association.
 - (2) One licensed employee chosen by the designated administrator in the Leadership and Professional Learning Division.
 - (3) One representative from the Clark County Association of School Administrators and Professional-Technical Employees, including an elementary school, a middle/junior high school, or a senior high school principal.
 - (4) One representative from the Curriculum and Instruction Division.
 - (5) One representative from the Human Resources Division.
 - (6) One representative from the Equity and Diversity Education Department.
 - (7) Two representatives from an NSHE institution.
 - (8) One administrator from the Leadership and Professional Learning Division. This representative shall chair the committee.
3. To ensure total representation at advisory board meetings, administrative representatives may assign an appropriate alternate to attend meetings.
 4. Representatives, with the exception of those from the Human Resources Division; Leadership and Professional Learning Division; Curriculum and Instruction Division and a representative from an institute of higher learning shall serve for a period of three (3) years and may be reappointed for additional terms.

B. Out-of-District Activities

1. Approval for employee participation in professional learning activities outside of the District will be governed by the following considerations:
 - a. Activities are of direct value to the District.
 - b. Attendance of a representative of the District is required at national, regional, or local conferences.
 - c. Employees are officers in national, state, regional, or local professional organizations.
 - d. Attendance of employees is within the applicable state laws.

- e. Attendance at professional learning activities does not unduly interfere with an employee's duties and responsibilities required by the District.
2. An out-of-district travel request with activity description attached is required before any employee can be authorized to participate in out-of-district professional learning activities.

C. Grants-in-Aid

1. Professional organizations, when duly organized and functioning with a current constitution or bylaws and with a membership comprised wholly, or in major part, by unified, licensed, support professionals, and school police employees, will be eligible to apply for Grant-in-Aid appropriations for the purpose of supplementing the efforts and funds of the organization if such funds have been provided in the budget.
 2. The president or designated official of a professional organization must submit a Grant-in-Aid application on the appropriate form to the PDE Advisory Committee by April 1 preceding the fiscal year for which the grant is required. The application or letter must present a plan for the expenditure of funds and must specify the kind and amount of effort and funds to be provided by the applicant organization.
- III. The District has established a Central Services Collaborative (CSC) team, facilitated by the Academic Unit, that serves to enhance communication and to expand collaboration regarding professional learning. Members of the collaborative include division and department representatives who offer professional learning for District staff. The CSC provides ongoing input to the District's professional learning plan. The Clark County School District Districtwide Professional Learning Plan sets realistic goals to enhance professional learning through improvement of services and systems.

A. Professional Learning Services, Communication, and Collaboration

1. District professional learning providers shall consistently use the District online registration and tracking system to register attendees and record participation. All course offerings must be aligned with District initiatives and operational requirements. Professional learning must be focused on needs aligned with School Improvement Plans; Nevada Academic Content Standards; District Initiatives; Standards and Indicators outlined in the Nevada Educator Performance Framework; or Clark County School District Policies, Procedures, and Regulations.
2. Data input into the online professional tracking system must be consistent and must be updated and maintained by each service provider to include

periodic checking for input errors and/or incomplete information.

3. District service providers who conduct professional learning must follow established guidelines for initiating training opportunities. Prior to initiating a professional learning opportunity, the online system offerings will be reviewed by the service provider for similar training opportunities scheduled within six months. If there are similar opportunities, the following actions should take place:
 - a. Communicate with the other service providers to establish an opportunity to collaborate.
 - b. Avoid scheduling conflicts and unnecessary duplication of services.
4. Modalities for providing professional learning opportunities include, but are not limited to, large groups, small interest groups, face-to-face, and virtual synchronously and/or asynchronously.

B. Required Professional Learning and Completion Requirements

1. All employees are expected to satisfactorily complete District assigned professional learning activities, as determined by the Superintendent of Schools and/or designee.
 - a. **Provided Opportunities:** The Teaching and Learning Unit offers required professional learning opportunities aimed at facilitating the successful implementation of District initiatives.
 - b. **New Employee Training:** Employees assuming new roles within the District are required to engage in regular induction and mentoring training. This training is designed to equip employees with job-embedded skills and strategies, thereby fostering their success in their respective roles.

Review Responsibility: Leadership and Professional Learning Division

Adopted: [4231:7/64]

Revised: (9/75; 8/79; 4232/4831:8/66; 6/77; 8/79; 4830:7/63; 8/74; 8/79; 4240: 10/22/81; 3/14/85; 10/26/93; 10/08/96; 6/13/24)

Pol. Gov. Review: 6/28/01

Revised: 10/14/04, 4/27/06