

PROFESSIONAL DEVELOPMENT PROGRAM COMMITTEES AND RESPONSIBILITIES

Following are descriptions of the responsibilities of the professional development coordinator and the various professional development program committees:

Professional Development Coordinator's Responsibilities

1. Coordinate activities of the professional development committees.
2. Work with the workshop planning committee to review the needs assessment data and previous year's evaluation; assist in writing needs, objectives, and activities.
3. Recommend any necessary changes in regulations to the regulations review committee.
4. Prepare the total program evaluation.
5. Present the revised professional development plan to the board of education at the April board meeting for its approval.
6. Have the assurance statement signed.
7. Submit the approved professional development plan to the state coordinator by May 10.

Workshop Planning Committee Responsibilities

1. Review all needs assessment data available and last year's evaluation; add or delete objectives based on evaluation of needs assessment data; plan for long-term and short-term objectives.
2. Meet with the cooperative representatives to plan the co-op in-service day program; serve as host/hostess at the meeting.
3. Mail the tentative program to cooperating schools.
4. Plan the local in-service day program.
5. Write needs, objectives, and activities and present them to the professional development committee for approval.
6. Distribute copies of needs assessment and objectives to the professional.
7. Minutes:
 - A. Keep accurate minutes of all meetings.
 - B. File minutes in the workshop planning committee folder.
8. Give the committee folder to the professional development coordinator when the task is completed.

PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)Workshop Implementation Committee Responsibilities

1. This committee is responsible for the smooth and efficient functioning of the cooperative and local in-service days.
2. Check with the speaker to see what equipment and space needs are required for the presentation; for example: electrical outlets, extension cords, overhead projector, etc.
3. Consider interest vs. room capacity in assigning presentations to rooms.
4. Registration Table:
 - A. Professional development forms for participants to sign
 - B. Pens
 - C. Programs: Obtain information from workshop planning committee, then print enough for all participants.
 - D. Activity evaluation forms provided by the evaluation committee. Each participant should have a form for each session attended.
5. Refreshments:

Doughnuts
Coffee
Soda
Napkins
Cups
Ice
6. Provide attendance verification statements for each participant at each session if the presenter does not have enough.
7. Minutes:
 - A. Keep accurate minutes of all meetings.
 - B. File minutes in the workshop implementation committee folder.
8. Give the committee folder to the professional development coordinator when the task is completed.

PROFESSIONAL DEVELOPMENT PROGRAM, COMMITTEES AND RESPONSIBILITIES (Cont.)Regulations Review Committee Responsibilities

1. One committee member will attend the State Department of Education workshop for professional development committees to keep abreast with the current state regulations concerning professional development plans.
2. Review the professional development plan.
3. Propose changes, if necessary.
4. Submit all proposed changes to the professional development coordinator by the first Friday in March.
5. Submit proposed changes to the professional development committee for approval.
6. Minutes:
 - A. Keep accurate minutes of all meetings.
 - B. File minutes in the regulation review committee folder.
7. Give the committee folder to the professional development coordinator when the task is completed.

Evaluation Committee Responsibilities

1. In-service Activity Evaluation
 - A. Due Friday after August in-service days.
 - B. Hand activity evaluation forms to all participants during registration.
 - C. Advise participants of the importance of completing the form for each in-service activity attended. This input determines whether or not the activity meets the teachers' needs as stated in the professional development plan.
 - D. Instruct participants to leave the activity evaluation form in the room in which the in-service was held. Forms will be picked up by committee members at the end of the day.
 - E. Pick up forms after in-service is completed for the day.
 - F. Tally results.
 - G. Attach activity evaluation forms to the tally sheet and give to the coordinator.

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- H. Send untallied evaluations of cooperating schools to their respective schools if they desire this information.
- 2. Minutes:
 - A. Keep accurate minutes of all meetings.
 - B. File minutes in the evaluation committee folder.
- 3. Give the committee folder to the professional development coordinator when the task is completed.