

Annually, the Superintendent will develop a professional development plan for administrators. The plan will include development around leadership best practices, system improvement, and any relevant leadership skills that will be necessary to successfully lead district staff.

Continual professional reflection, growth, and improvement is an expectation of administrators. Administrators are to maintain high standards of knowledge, skills, and professional competency and practice. Administrators are to execute effective strategies that result in staff followership and system outcomes. Accordingly, subject to applicable budgetary constraints and appropriate supervisory approval, administrators are expected to continue their professional growth and development through the following:

1. Active involvement in formal and informal professional learning communities both within the District;
2. Use of a wide range of technology-based resources;
3. Leading professional development activities for District employees or other educators;
4. Regular review of data and progress monitoring;

Administrators are encouraged to continue their growth and development through the following;

1. Participation in relevant conventions, programs, professional meetings and other activities conducted by administrator associations, government agencies, and other entities that actively serve public schools and educators;
2. Relevant seminars, workshops, and courses offered by institutions of higher education; and

3. Other relevant formal and informal professional development activities, including any activities appropriate for the particular administrator that may already be included in the District's staff development plan for licensed employees.

Networking opportunities are not considered development but may be permitted when the resulting connections and relationships have a direct benefit to the District.

Participation in administrative development activities that will take place out-of-district require advanced supervisor approval. Administrators who have performance improvement needs might have their travel limited.

Expenses directly related to an administrator's pre-approved qualifying professional development activities will be paid for or reimbursed by the District to the extent and in the manner provided by applicable District procedures, including timely submission of expense documentation. The submission of any inappropriate or unreasonable costs or expenses for payment by the District may affect the administrator's evaluation and/or result in discipline.

Administrators are expected to use the District's development plan, leader expectations, and District priorities when considering specific activities that would be most beneficial for the administrator to consider as a focus for his/her upcoming professional development activities.

Because administrator professional development might be more self-directed and rely more heavily on external resources, relationships, or affiliations than may be the case for non-administrative personnel, discussions with their supervisor are particularly important as a means for administrators to share ideas and gain awareness of sources for high-quality professional development activities.

### **SUPERINTENDENT PROFESSIONAL DEVELOPMENT**

The Superintendent has heightened responsibility, relative to other employees, to self-monitor his/her own professional development activities to ensure that they do not interfere with the appropriate performance of his/her other duties

and that any District costs remain in line with District expectations and established parameters. When traveling, the District Administrator shall ensure that he/she makes appropriate arrangements regarding his/her contact information and for any appropriate in-District leadership designations that will apply in his/her absence.

**Legal References:**

**Wisconsin Statutes**

[Section 118.24\(5\)](#) [attendance at conventions by selected administrators]

[Section 121.02\(1\)\(b\)](#) [professional staff development plan]

**Wisconsin Administrative Code**

[PI 8.01\(2\)\(b\)](#) [professional staff development plan]

[PI 34.003](#) [DPI's administrator standards]

[PI 34, Subchapter V](#) [stages of licensure, including orientation and mentoring requirements]

**Adopted: 05/17/21**