Agenda of Professional Development Ad Hoc Committee

The Board of Trustees
Montgomery County IU

A Professional Development Ad Hoc Committee of the Board of Trustees of Montgomery County IU will be held Thursday, October 8, 2026, beginning at 5:00 PM Virtual via Zoom.

1. **Meeting Opening**
   1.a. Call to Order
   1.b. Roll Call
   Description:
   The members of the Professional Development Ad Hoc Committee
   Dr. Robert Jarvis (Hatboro-Horsham) - Chair
   Annique-Ruiz Brown (Pottsgrove)
   Lisa Smith (Jenkintown)
   Dr. Donna Gaffney (MCIU Adminstrative Liaison)
2. **Announcements**
   2.a. Recording of Meeting
3. **Discussion**
4. **Persons Desiring to Be Heard**
5. **Adjournment**

Berks County Intermediate Unit
an educational service agency

BOARD POLICY

333 Professional Development

POLICY NUMBER	ADOPTED	REVISED	VERSION
333	6/23/1994	3/21/2024	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/25/2026		

Purpose/Authority

Continuing professional study and in-service training for administrative employees are prerequisites for continued professional development, enhanced ability to complete responsibilities, and maintaining certification, if applicable.

To continue employment in the Intermediate Unit, certificated administrators are required to fulfill all obligations necessary to maintain active and valid certification, and/or licensing.[1][2][3]

Delegation of Responsibility

The Executive Director or designee shall ensure that Intermediate Unit staff are provided appropriate opportunities for development/training and continuing education.

Guidelines

All employee development activities provided by, or approved by, the Intermediate Unit will comply with standards, procedures, and regulations in accordance with individual employment agreements, compensation plans, and the Pennsylvania State Board of Education.

All continuing education activities approved by the Intermediate Unit shall be consistent in content with the employee's current job responsibilities and/or career path within the IU.

Developmental Opportunities

The Executive Director or designee shall be responsible for approving requests of personnel to participate in developmental opportunities requiring the expenditure of Intermediate Unit funds.

The Board may provide funds in the annual educational plan and budget for personnel development.

Conferences and Visitations

The Board may annually budget funds to defray the expenses incurred by administrative staff attending conferences and visitations.

The Executive Director or designee shall be responsible to evaluate and approve requests of administrative personnel to attend professional meetings such as conferences, workshops, training institutions, seminars, and visitations.

Orientation

An orientation program shall be provided for new administrative personnel. The Executive Director or designee shall be responsible for the development and implementation of an orientation program for administrative personnel.

Induction Program for School System Leaders

School system leaders shall complete an induction program that is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[4][5]

School system leaders include the Executive Director, Assistant Executive Director, and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[4]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the Intermediate Unit community and local businesses. Representatives of administrators, teachers, and educational specialists on the professional education committee shall be selected by their respective members.[2][6]

The Intermediate Unit shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the Intermediate Unit and its certified administrative and professional employees; specify approved courses, programs, activities, and learning experiences, including training on subjects required by law, regulations, and Board policy; and identify approved providers. Prior to the approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the Intermediate Unit's administrative office and the nearest public library for a minimum of twenty-eight (28) days.[2][6][7]

Legal Footnotes

[1] 24 P.S. 517
LEGAL REFERENCE

[2] 24 P.S. 1205.1
LEGAL REFERENCE

[3] 24 P.S. 1205.2
LEGAL REFERENCE

[4] 24 P.S. 1205.5
LEGAL REFERENCE

[5] 24 P.S. 1217
LEGAL REFERENCE

[6] 22 PA Code 49.17
LEGAL REFERENCE

[7] 22 PA Code 4.13
LEGAL REFERENCE

Bucks County Intermediate Unit

BOARD POLICY

4240 Professional Growth

POLICY NUMBER	ADOPTED	REVISED	VERSION
4240	2/19/1980	11/19/1991	v1

DOCUMENT STATUS	PRINTED
ACTIVE	9/25/2026

The Board encourages all instructional employees to participate in professional growth opportunities such as:

a. In-service programs (both departmental and I.U. sponsored)
b. University course work.

Capital Area Intermediate Unit

BOARD POLICY

333 Professional Development

POLICY NUMBER	ADOPTED	REVISED	VERSION
333	4/27/2000	3/25/2021	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/25/2026		

Authority

Continuing professional development for administrative, professional and support employees is a prerequisite for maintaining certification and/or employment, as well as developing and maintaining expertise in their specific position.

The Board directs all Intermediate Unit employees to further their professional and personal advancement through graduate study, in-service training, conference attendance and professional development activities.[1][2][3]

Guidelines

College Level Courses/Reimbursement

Only courses of study that are preapproved shall be eligible for reimbursement by the Intermediate Unit or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved courses shall be made in accordance with terms of the administrative compensation plan, individual contract, collective bargaining agreement, administrative regulation or Board resolution.

Approved courses/programs may be of sufficient advantage to the Intermediate Unit to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual

contract, collective bargaining agreement, or Board resolution.[4][5]

Induction Plan

The Intermediate Unit shall comply with the Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the Intermediate Unit. The Intermediate Unit shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices for a minimum of twenty-eight (28) days.[6][7][8]

Induction Program for School System Leaders

Principals, and assistant principals shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9][10]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[2][11]

The Intermediate Unit shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the Intermediate Unit and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences including training on subjects required by law, regulations, and Board policies. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment for a minimum of twenty-eight (28) days.[2][6][8][11]

The Board shall ensure an annual review of the Intermediate Unit's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the Intermediate Unit, employees, students and community.The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The CAIU Administration may approve, on a case-by-case basis, specific professional education activities not stated within the Intermediate Unit’s professional education plan.[3]

If the Intermediate Unit assumes all costs of credits or hours, the Board may disapprove of any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

Legal Footnotes

[1] 24 P.S. 517
LEGAL REFERENCE

[2] 24 P.S. 1205.1
LEGAL REFERENCE

[3] 24 P.S. 1205.2
LEGAL REFERENCE

[4] 24 P.S. 1144
LEGAL REFERENCE

[5] 24 P.S. 1151
LEGAL REFERENCE

[6] 22 PA Code 4.13
LEGAL REFERENCE

[7] 22 PA Code 49.16
LEGAL REFERENCE

[8] Pol. 100.1
POLICY REFERENCE

[9] 24 P.S. 1205.5
LEGAL REFERENCE

[10] 24 P.S. 1217
LEGAL REFERENCE

[11] 22 PA Code 49.17
LEGAL REFERENCE

Book	CCIU Board Policy Manual
Section	300 Employees
Title	Employee Development
Code	333
Status	Active
Adopted	July 21, 2010
Last Revised	November 18, 2020

Authority

Continuing education for all employees is an essential element for improvement of job performance and lifelong learning. It is an expectation of all employees of the Intermediate Unit.

In order to continue employment in the Intermediate Unit, certificated employees are required to fulfill all obligations necessary to maintain active and valid certification, and/or licensing.[1][2]

Delegation of Responsibility

The Executive Director or designee shall ensure that Intermediate Unit staff are provided appropriate opportunities for development/training and continuing education.

Guidelines

All employee development activities provided by, or approved by, the Intermediate Unit will comply with standards, procedures, and regulations determined by the Pennsylvania State Board of Education and IU employment contracts and agreements.

All continuing education activities approved by the Intermediate Unit will be consistent in content with the employee's current job responsibilities and/or career path within the IU.

The Intermediate Unit will support all continuing education required to maintain certification and /or licensing.

Induction Plan and Professional Education Plan

The Intermediate Unit shall comply with state law and regulations and with Department of Education requirements in the development and approval of an induction plan and professional education plan.[1][2][3][4][5][6]

Legal

1. 24 P.S. 1205.1
2. 24 P.S. 1205.2
3. 22 PA Code 4.13

4. 22 PA Code 49.16

5. 22 PA Code 49.17

6. Pol. 100

24 P.S. 517

24 P.S. 914-A

24 P.S. 1144

24 P.S. 1151

BOARD POLICY

333 Professional Development

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
333	4/4/2018	v1	ACTIVE

PRINTED
9/25/2026

Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs all Intermediate Unit employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities.[1][2][3]

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the Intermediate Unit or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, collective bargaining agreement or Board resolution.

All eligible employees shall submit annually a record and description of the attainment of approved credits to the Executive Director.

Induction Plan

The Intermediate Unit shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers (working >20 hours per week), long-term substitutes hired for a position for ninety (90) days or more, educational specialists and teachers new to the Intermediate Unit. The Intermediate Unit shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices for a minimum of twenty-eight (28) days.[6][7] **[8]**

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9][10]

School system leaders include the Assistant Executive Director, Executive Director and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[2][11]

The Intermediate Unit shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the Intermediate Unit and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[2][6][11] **[8]**

The Board shall ensure an annual review of the Intermediate Unit's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the Intermediate Unit, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the Intermediate Unit's professional education plan.[3]

If the Intermediate Unit assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

Early Childhood Education Staff

Employees working in Intermediate Unit early childhood education programs operating in accordance with the Department of Human Servicces requirements shall meet the training requirements established in law and regulations.[12]

Legal Footnotes

[1] 24 P.S. 517
LEGAL REFERENCE

[2] 24 P.S. 1205.1
LEGAL REFERENCE

[3] 24 P.S. 1205.2
LEGAL REFERENCE

[6] 22 PA Code 4.13
LEGAL REFERENCE

[7] 22 PA Code 49.16
LEGAL REFERENCE

[8] Pol. 100.1
POLICY REFERENCE

[9] 24 P.S. 1205.5
LEGAL REFERENCE

[10] 24 P.S. 1217
LEGAL REFERENCE

[11] 22 PA Code 49.17
LEGAL REFERENCE

[12] 55 PA Code 3270.31
LEGAL REFERENCE

BOARD POLICY

333 Professional Development

POLICY NUMBER	ADOPTED	REVISED	VERSION
333	4/11/2012	3/10/2021	v1
DOCUMENT STATUS	**PRINTED**		
ACTIVE	9/25/2026		

Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs all Intermediate Unit employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.[1][2][3]

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the Intermediate Unit or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, collective bargaining agreement, or Board resolution.

Approved graduate study or special courses/programs may be of sufficient advantage to the Intermediate Unit to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative

compensation plan, individual contract, collective bargaining agreement, or Board resolution.[4][5]

Induction Plan

The Intermediate Unit shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the Intermediate Unit. The Intermediate Unit shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[6][7][8]

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9][10]

School system leaders include the Executive Director, Assistant Executive Director and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the Intermediate Unit community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.[2][11]

The Intermediate Unit shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the Intermediate Unit and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the

Secretary of Education, the professional education plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[2][6][8][11]

The Board shall ensure an annual review of the Intermediate Unit's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the Intermediate Unit, employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the Intermediate Unit's professional education plan.[3]

If the Intermediate Unit assumes all costs of credits or hours, the Board may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.[3]

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[2][12][13]

The Intermediate Unit shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:[12][13]

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.
3. Recognition of the signs of impact of secondary trauma on employees and appropriate resources for employees experiencing secondary trauma.
4. The Intermediate Unit's policies regarding trauma-informed approaches.[14]
5. The Intermediate Unit's policies regarding connecting students with appropriate services.[15][16]

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the Intermediate Unit's local community and reflect current best practices related to trauma-informed approaches.[13][17]

Early Childhood Education Staff

Employees working in Intermediate Unit early childhood education programs operating in accordance with the Department of Human Services requirements shall meet the training requirements established in law and regulations.[18]

Recovery of Costs for Specialized Training

The Board recognizes the need on occasion to provide to employees specialized training at the Board's expense in order to maintain the Intermediate Unit's leadership role in the numerous service programs provided to member districts and other clients. In consideration for funding such training programs, which enhance professional growth of staff members, employees who participate in the training incur an obligation to the Board to apply the skills derived from such training for a reasonable time period to advance the programs of the Board.

In the event an employee voluntarily leaves Intermediate Unit employment following the completion of a training program funded by the Board, the employee shall reimburse the Board 100% of training costs incurred by the Intermediate Unit if resignation occurs within twelve (12) months of the completion date of the Board-paid training.

Repayment obligations cease after twelve (12) months of service following the completion of the Board-paid training.

Each employee shall be notified of this policy prior to participating in any training program funded by the Board, and shall execute an Acknowledgement and Authorization Form, acknowledging his/her repayment obligation(s) under this policy and authorizing payroll or other deductions from monies owed to the employee, if necessary, in order to implement the repayment of the funds.

Legal Footnotes

[1] **24 P.S. 517**
LEGAL REFERENCE

[2] **24 P.S. 1205.1**
LEGAL REFERENCE

[3] **24 P.S. 1205.2**
LEGAL REFERENCE

[4] **24 P.S. 1144**
LEGAL REFERENCE

[5] **24 P.S. 1151**
LEGAL REFERENCE

[6] **22 PA Code 4.13**
LEGAL REFERENCE

[7] **22 PA Code 49.16**
LEGAL REFERENCE

[8] **Pol. 100.1**
POLICY REFERENCE

[9] **24 P.S. 1205.5**
LEGAL REFERENCE

[10] **24 P.S. 1217**
LEGAL REFERENCE

[11] **22 PA Code 49.17**
LEGAL REFERENCE

[12] **24 P.S. 102**
LEGAL REFERENCE

[13] **24 P.S. 1205.7**
LEGAL REFERENCE

[14] **Pol. 146.1**
POLICY REFERENCE
Referenced policy is not available in this policy book.

[15] **Pol. 146**
POLICY REFERENCE

[16] **Pol. 209**
POLICY REFERENCE

[17] **20 U.S.C. 7801**
LEGAL REFERENCE

[18] **55 PA Code 3270.31**
LEGAL REFERENCE

Lincoln Intermediate Unit 12
— An Educational Service Agency —

BOARD POLICY

333 Professional Development

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
333	5/2/2017	v1	ACTIVE

PRINTED
9/25/2026

Authority

Continuing professional study and inservice training for administrative, professional, and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board directs all Intermediate Unit employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.[1][2][3]

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved shall be eligible for reimbursement by the Intermediate Unit or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, collective bargaining agreement, or Board resolution.

Reimbursement for tuition-based professional development programs shall be made available to secretarial/clerical employees and, subject to the availability of funds, project-funded noncertificated employees in accordance with guidelines established by the Intermediate Unit.

All eligible employees shall submit a record and description of the attainment of approved credits to the Executive Director or designee.

Approved graduate study or special courses/programs may be of sufficient advantage to the Intermediate Unit to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.[4][5]

Continuation of Employment Requirements

Administrative, professional, and support employees shall be obligated to continue employment with the Intermediate Unit for a specified period of time in accordance with the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution following successful completion of the credits for which they are reimbursed. Failure to fulfill this obligation will require the employee to reimburse the Intermediate Unit.

Induction Plan

The Intermediate Unit shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists, and teachers new to the Intermediate Unit. The Intermediate Unit shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the Intermediate Unit’s administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[6][7] **[8]**

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time. [10][9]

School system leaders include the Executive Director, Assistant Executive Director, and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

Professional Education Plan

The Board shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers, and educational specialists on the professional education committee shall be selected by their respective members.[11][2]

The Intermediate Unit shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the Intermediate Unit and its certificated administrative and professional employees; specify approved courses, programs, activities, and learning experiences; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[11][2][6] **[8]**

The Board shall ensure an annual review of the Intermediate Unit's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the Intermediate Unit, employees, students, and community. The professional education committee may recommend amendments to the plan, subject to approval by the Board and the Department of Education.[2]

The Board may approve, on a case-by-case basis, specific professional education activities not stated within the Intermediate Unit's professional education plan.[3]

If the Intermediate Unit assumes all costs of credits or hours, the Board may disapprove any course, program, activity, or learning experience that is inconsistent with the goals of the professional education plan.[3]

Early Childhood Education Staff

Employees working in Intermediate Unit early childhood education programs operating in accordance with the Department of Public Welfare requirements shall meet the training requirements established in law and regulations.[12]

Legal Footnotes

[1] 24 P.S. 517
LEGAL REFERENCE

[2] 24 P.S. 1205.1
LEGAL REFERENCE

[3] 24 P.S. 1205.2
LEGAL REFERENCE

[4] 24 P.S. 1144
LEGAL REFERENCE

[5] 24 P.S. 1151
LEGAL REFERENCE

[6] 22 PA Code 4.13
LEGAL REFERENCE

[7] **22 PA Code 49.16**
LEGAL REFERENCE

[8] **Pol. 100.1**
POLICY REFERENCE

[9] **24 P.S. 1205.5**
LEGAL REFERENCE

[10] **24 P.S. 1217**
LEGAL REFERENCE

[11] **22 PA Code 49.17**
LEGAL REFERENCE

[12] **55 PA Code 3270.31**
LEGAL REFERENCE

BOARD POLICY

333 Professional Development

POLICY NUMBER	ADOPTED	REVISED	VERSION
333	5/26/2010	2/25/2026	v2
DOCUMENT STATUS	**PRINTED**		
UNDER-REVIEW	9/25/2026		

Authority

Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities and maintaining certification.

The Board encourages all Intermediate Unit employees to further their professional and personal advancement through graduate study, inservice training, conference attendance and professional development activities. The Executive Director will develop any necessary guidelines and regulations. [1] [2] [3]

In order to continue employment in the Intermediate Unit, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved or as outlined in a collective bargaining agreement shall be eligible for reimbursement by the IU for a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan, an individual contract, or a collective bargaining agreement, as preapproved by the Executive Director. [24 P.S. 1144] [24 P.S. 1151]

Approved graduate study or special courses/programs may be sufficient advantage to the IU to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution.

Induction Plan

The Intermediate Unit shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists and teachers new to the Intermediate Unit. The Intermediate Unit shall develop and submit the induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[6] [7] **[8]**

Induction Program for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time.[9] [10]

School system leaders include the Executive Director, Assistant Executive Director and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate.[9]

Professional Education Plan

The Intermediate Unit shall comply with Department of Education regulations when developing Continuing Professional Education Plans.

The Intermediate Unit shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the Intermediate Unit and its certificated administrative and professional employees; specify approved courses, programs, activities and learning experiences, including training on subjects required by law, regulations and Board policy; and identify approved providers. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the Intermediate Unit's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[2] [6] **[8]** [11]

Trauma-Informed Approach Education -

The professional education plan shall include a minimum of one (1) hour of required training in trauma-informed approaches, in accordance with law.[2] [12] [13]

The Intermediate Unit shall provide certificated administrative and professional employees with training on trauma-informed approaches, in accordance with law and the professional education plan. Training shall address, but shall not be limited to:[12] [13]

1. Recognition of the signs of trauma in students.
2. Best practices for schools and classrooms regarding trauma-informed approaches, including utilizing multi-tiered systems of support.

3. Recognition of the signs of impact of secondary trauma on employees and appropriate resources for employees experiencing secondary trauma.
4. The Intermediate Unit's policies regarding trauma-informed approaches. [14]
5. The Intermediate Unit's policies regarding connecting students with appropriate services. [15] [16] [17]

Training shall be based on evidence-based or evidence-informed programs that meet the needs of the Intermediate Unit's local community and reflect current best practices related to trauma-informed approaches.[13] [18]

Early Childhood Education Staff

Employees working in Intermediate Unit early childhood education programs operating in accordance with the Department of Human Services requirements shall meet the training requirements established in law and regulations.[19]

Legal Footnotes

[1] 24 P.S. 517
LEGAL REFERENCE

[2] 24 P.S. 1205.1
LEGAL REFERENCE

[3] 24 P.S. 1205.2
LEGAL REFERENCE

[6] 22 PA Code 4.13
LEGAL REFERENCE

[7] 22 PA Code 49.16
LEGAL REFERENCE

[8] Pol. 100.1 — Comprehensive Planning
POLICY REFERENCE

[9] 24 P.S. 1205.5
LEGAL REFERENCE

[10] 24 P.S. 1217
LEGAL REFERENCE

[11] 22 PA Code 49.17
LEGAL REFERENCE

[12] 24 P.S. 102
LEGAL REFERENCE

[13] 24 P.S. 1205.7
LEGAL REFERENCE

[14] Pol. 146.1 — Trauma-Informed Approach
POLICY REFERENCE

[15] Pol. 146 — Student Services
POLICY REFERENCE

[16] Pol. 209 — Health Services/Medical Records
POLICY REFERENCE

[17] Pol. 236
POLICY REFERENCE
Referenced policy is not available in this policy book.

[18] 20 U.S.C. 7801
LEGAL REFERENCE

[19] 55 PA Code 3270.31
LEGAL REFERENCE