

Classified Staff Professional Development Operations

DRAFT

PURPOSE STATEMENT

Tacoma Public Schools Human Resources will provide course offerings to enhance the professional learning and growth of all classified staff. These course offerings will augment professional development opportunities while aligning with all criteria and parameters as set forth within the collective bargaining agreements.

Classified Staff Professional Development is supported by negotiated funding, and the discretionary dollars in the budget reflect expenditures for employee tuition, training registration, training materials, and supplies related to individual professional development. This budget is allocated to staff based on FTE (full-time equivalent) and pro-rated based on hours worked per week.

The mission of the Tacoma Public Schools Human Resources Department is to connect the right people to the right job to ensure success for every student, every day. It is our vision to make Tacoma Public Schools the school district where every family says, “This is where I want my child to learn,” and where every educator says, “this is where I want to work.” By providing rigorous and timely course offerings, the Human Resources department is able to support the Whole Educator while fulfilling the negotiated agreements and supporting its critical mission and vision.

STAKEHOLDERS

All district classified staff

CASE STATEMENT

Professional learning for educators is necessary to develop the knowledge, skills, practice and aptitude required to support student learning at all levels. The Classified Staff Professional Development budget specifically supports individual, building-based, and District-directed professional development in compliance with classified collective bargaining agreements. The absence of this work translates to a violation of the collective bargaining agreement and eliminates the opportunity for classified staff to learn, grow, and enhance their professional craft.

WHAT SPECIFIC BOARD-ADOPTED BENCHMARKS WILL BE INFLUENCED BY THIS WORK?

- Goal 1: Academic Excellence
- Goal 2: Community Partnerships
- Goal 3: Early Learning
- Goal 4: Safety
- Goal 5: Operations

MEASURABLE GOALS

- Human Resources will provide a minimum of 100 classified staff professional development trainings per year, as measured by sign-in sheets, in this biennium
- Human Resources will maintain positive course satisfaction, by maintaining a score of at least 4 out of 5, as measured by the course exit surveys
- Human Resources will increase classified staff participation in classified staff professional development trainings from 35% to 45%, as measured by course participation over the biennium

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SCOPE OF WORK

Inputs / Resources	Activities	Outputs / Outcomes
Certificated and classified extra work	Instruction from certificated and classified staff	High quality professional development for classified staff; compliance with collective bargaining agreements; adherence to state and federal law
Supplies/Materials	Providing participants with training materials	High quality professional development for classified staff; compliance with collective bargaining agreements; adherence to state and federal law
Contractual Services	External instructors for training	High quality professional development for classified staff; compliance with collective bargaining agreements; adherence to state and federal law