

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 staff. These course offerings will augment professional development opportunities while aligning with all criteria and parameters as set forth within the collective bargaining agreements.

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 Tacoma Public Schools employees
- Labor Groups

CASE STATEMENT

Human Resources is responsible for, and committed to, providing high quality professional development training to District employees in support of the Whole Educator.

The Human Resources department has established metrics, operating norms, and key performance indicators (KPIs) to support effective decision-making based on accurate, real-time data. Human Resources must be able to respond to trends in education that impact the daily operation and plan execution at the highest level.

Human Resources is bound by state laws pertaining to certificated and classified staff members, all employment laws, and the collective bargaining agreements it negotiates with associations.

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

Staff Professional Development

MEASURABLE GOALS

- 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 staff participation in professional development trainings by 10% District-wide, as measured by course completions and sign-in sheets, over the biennium.

SCOPE OF WORK

Inputs / Resources	Activities	Outputs / Outcomes
Professional Development staff	Creation and coordination of professional development opportunities for District staff; Collection and recording of clock hours for staff; customer service for staff with questions regarding training	High quality training for District staff; stronger employee compliance with District policies, collective bargaining agreements, and state law; proactive planning to address trends in education Accurate data for certificated staff to maintain crucial, mandatory certification
Entitled Professional Development Benefits	Negotiated funding to be used for tuition reimbursement, professional development activities/training, and technology	Compliance with negotiated labor contracts; informed and educated staff members; staff understanding of current laws and educational trends; opportunities to continue educational and/or career path
Supplies/Materials, Non-Travel Food & Beverage	Deployment and utilization of materials, trainings, and activities for Professional Development	Increased attendance and participation in offered trainings; increased retention of information with take-home guides and resources.
Contractual Services, Software Licensing	SafeSchools Training Modules for required staff training; External instructors; deployment and tracking of required training	100% compliance for required training; safety for students and staff in the buildings; decreased District liability; wider variety of instructors and instruction to cover spectrum of training needs for a school district

Staff Professional Development

Certificated and Classified extra work, substitutes for release time	“In-house” staff training from current staff seeking further opportunities; Substitutes for employee coverage	High quality training for District staff; stronger employee compliance with District policies, collective bargaining agreements, and state law; increased staff participation in training for greater compliance
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Program Cost

<i>Fund Description</i>	<i>19-20 FTE</i>	<i>Salaries & Benefits</i>	<i>Supplies</i>	<i>Contract Services</i>	<i>Travel</i>	<i>Capital Outlay</i>	<i>Total</i>
Basic Education	3.0000	\$492,921	\$1,025	\$107,350	\$950	\$0	\$602,246
Total	3.0000	\$492,921	\$1,025	\$107,350	\$950	\$0	\$602,246