

PROFESSIONAL DEVELOPMENT
 REQUIRED STAFF DEVELOPMENT

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STAFF DEVELOPMENT The School Staff Development Program provides training and career development opportunities to instructional staff, school administrators and classified employees to increase employees' knowledge, skills, abilities and effectiveness.

The program is guided by rules, regulations, the district and department improvement plan, and the State Employees Training Act.

Tex. Education Code §21.451 Tex. Government Code §656.044

Teachers holding a standard classroom teacher certificate issued by the State Board of Educator Certification (SBEC) must complete 150 clock hours of continuing professional education (CPE) every five years. Superintendents, principals, assistant principals, counselors, diagnosticians, and learning resource specialists must complete 200 clock hours every five years.

Principals and assistant principals are required to complete an assessment process designed to assist in the development of a professional growth plan. Certified individuals are responsible for obtaining the required training, maintaining appropriate documentation, renewing their certificate, and paying the applicable fees. The school maintains the documentation for certified employees at their discretion.

Tex. Administrative Code § 231.13

The staff development provided by the School to an educator other than a principal must be conducted in accordance with standards developed by the School and designed to improve education in the School.

PRINCIPAL

The staff development provided by the School to a principal shall be governed by Education Code 21.3541 and rules adopted under that section. [See DNB]

Education Code 21.451(a), (a-1)

TRAINING
 SPECIFICS—
 EDUCATORS

Staff development shall be predominantly campus-based, related to achieving campus performance objectives, and developed and approved by the campus-level committee.

The School may use school-wide staff development that has been developed and approved through the district-level decision process. [See BQA and BQB, as appropriate]

The staff development may include:

1. Training in technology, conflict resolution, and discipline strategies, including classroom management, school discipline policies, and the Student Code of Conduct;

2. Training in preventing, identifying, responding to, and reporting incidents of bullying; and
3. Instruction as to what is permissible under law, including opinions of the United States Supreme Court, regarding prayer in public school.

Education Code 21.451(b)–(d), (g)

STUDENTS WITH
 DISABILITIES

The staff development must include training, based on scientifically based research, that relates to the instruction of students with disabilities and is designed for educators who work primarily outside the area of special education.

The School is required to provide such training only if the educator does not possess the knowledge and skills necessary to implement the individualized education program developed for a student receiving instruction from the educator. The School may determine the time and place at which the training is delivered.

In developing or maintaining such training, the School must consult persons with expertise in research-based practices for students with disabilities, including colleges, universities, private and nonprofit organizations, regional education service centers, qualified school personnel, and any other persons identified as qualified by the school.

Education Code 21.451(d)(2), (e)–(f)

CHILD ABUSE AND
 MALTREATMENT

The School's methods for increasing awareness of issues regarding sexual abuse and other maltreatment of children [see BQ, district improvement plan, and FFG] must address employee training.

The training must be provided as part of employee orientation to all new employees and to existing employees on a schedule adopted by TEA until all school employees have taken the training. The training may be included in staff development under Education Code 21.451.

The training shall address:

1. Factors indicating a child is at risk for sexual abuse or other maltreatment;
2. Likely warning signs indicating a child may be a victim of sexual abuse or other maltreatment;
3. Internal procedures for seeking assistance for a child who is at risk for sexual abuse or other maltreatment, including referral to a school counselor, a social worker, or another mental health professional;

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4. Techniques for reducing a child's risk of sexual abuse or other maltreatment; and
5. Community organizations that have relevant existing research-based programs and that are able to provide training or other education for employees, students, and parents.

The School shall maintain records of the training that include the name of each employee who participated.

If the School determines that the school does not have sufficient resources to provide the required training, the school shall work with a community organization to provide the training at no cost to the school.

Education Code 38.0041

STUDENT DISCIPLINE

Each principal or other appropriate administrator who oversees student discipline shall, at least once every three school years, attend professional development training regarding Education Code Chapter 37, Subchapter G. The professional development shall include training relating to the distinction between a discipline management technique used at the principal's discretion under Education Code 37.002(a) and the discretionary authority of a teacher to remove a disruptive student under Education Code 37.002(b) [see FOA].

The professional development training may be provided in coordination with an education service center through the use of distance learning methods, such as telecommunications networks, and using available TEA resources.

Education Code 37.0181

SPECIAL PROGRAMS
TRAINING

TITLE I STAFF
DEVELOPMENT

The School that receives assistance under Title I, Part A, shall include in its plan [see AID] a description of the strategy the school will use to provide professional development for teachers and principals, and, if appropriate, pupil services personnel, administrators, parents and other staff, including school staff, in accordance with 20 U.S.C. 6318 and 6319 (No Child Left Behind Act). *20 U.S.C. 6312(b)(1)(D), 7801(34)*

READING
ACADEMIES

A teacher shall attend a reading academy under 19 Administrative Code 102.1101 if:

1. The teacher teaches at a campus that fails to satisfy any performance standard under Education Code 39.054(d) [see AIA] on the basis of student performance on the state reading assessment instrument administered to students in any grade level at the campus; and

2. The teacher teaches in general education, special education, or English as a second language for students in grade 6, 7, or 8, and:
 - a. The teacher is a certified, full-time English language arts and reading teacher who instructs English language arts and/or reading for at least 50 percent of the teacher’s instructional duties; or
 - b. The teacher is a certified, full-time content area teacher who instructs mathematics, science, and/or social studies for at least 50 percent of the teacher’s instructional duties.

From funds appropriated for this purpose, a teacher who attends a reading academy is entitled to a stipend in the amount determined by the Commissioner. The stipend shall not be considered in determining whether the School is paying the teacher the state minimum monthly salary [see DEAB].

Education Code 21.4551(c), (e); 19 TAC 102.1101(b)

GIFTED AND
 TALENTED
 EDUCATION

The School shall ensure that:

1. Before assignment to the program for gifted students, teachers who provide instruction and services that are part of the program have a minimum of 30 hours of staff development that includes nature and needs of gifted/talented students, assessment of student needs, and curriculum and instruction for gifted students.
2. Teachers without the required training who provide instruction and services that are part of the gifted/talented program complete the 30-hour training requirement within one semester.
3. Teachers who provide instruction and services that are part of a program for gifted students receive a minimum of six hours annually of professional development in gifted education.
4. Administrators and counselors who have authority for program decisions have a minimum of six hours of professional development that includes nature and needs of gifted/talented students and program options.

19 TAC 89.2

ELECTIVE BIBLE
 COURSE

A teacher of an elective Bible course offered under Education Code 28.011 [see EMI] must hold a minimum of a High School Composite Certification in language arts, social studies, or history with, where practical, a minor in religious or biblical studies. The

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teacher must successfully complete the staff development training developed by the Commissioner with respect to Bible elective courses. *Education Code 28.011(f)*

AUTOMATED
 EXTERNAL
 DEFIBRILLATORS

The School shall annually make available to employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator (AED).

The instruction provided in the use of AEDs must meet guidelines for approved AED training under Health and Safety Code 779.002. Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the Commissioner, and each student who serves as an athletic trainer, must:

1. Participate in the instruction;
2. Receive and maintain certification in the use of an AED from the American Heart Association, the American Red Cross, or a similar nationally recognized association.

Education Code 22.902

EXTRACURRICULAR
 ACTIVITY SAFETY
 TRAINING

The following persons must satisfactorily complete the extracurricular safety training program developed by the Commissioner:

1. A coach or sponsor for an extracurricular athletic activity;
2. A trainer, unless the trainer has completed the educational requirements for licensure as a licensed athletic trainer set forth at 22 Administrative Code 871.7 and the continuing education requirements at 22 Administrative Code 871.12;
3. A physician who is employed by the School or who volunteers to assist with an extracurricular athletic activity, unless the physician attends a continuing medical education course that specifically addresses emergency medicine; and
4. A director responsible for a school marching band.

The training may be conducted by the School, the American Red Cross, the American Heart Association, or a similar organization, or by the University Interscholastic League (UIL).

Education Code 33.202(b), (f); 19 TAC 76.1003

RECORDS

The Superintendent shall maintain complete and accurate records of the School's compliance and the School shall make available to the public proof of compliance for each person employed by or

volunteering for the School who is required to receive safety training.

A campus that is determined by a superintendent to be out of compliance with the safety training requirements shall be subject to the range of penalties determined by the UIL.

Education Code 33.206; 19 TAC 76.1003(e)

STEROIDS

The School shall require that each employee who serves as an athletic coach at or above the seventh grade level for an extracurricular athletic activity sponsored or sanctioned by the UIL complete:

1. The educational program developed by the UIL regarding the health effects of steroids; or
2. A comparable program developed by the School or a private entity with relevant expertise.

Education Code 33.091(c-1)

CONCUSSIONS

At least once every two years, the following employees shall take a training course from an authorized provider in the subject matter of concussions:

1. A coach of an interscholastic athletic activity shall take a course approved by the UIL.
2. An athletic trainer who serves as a member of the School's concussion oversight team shall take a course approved by the Texas Department of State Health Services Advisory Board of Athletic Trainers (TDSHS-ABAT) or a course approved for continuing education credit by the licensing authority for athletic trainers.
3. A licensed health-care professional, other than an athletic trainer, who serves as a member of the School's concussion oversight team shall take a course approved by the UIL, TDSHS-ABAT, or the appropriate licensing authority for the profession.

The employee must submit proof of timely completion of an approved course to the superintendent or designee. A licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity. [See FM]

Education Code 38.158

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RESOURCES FOR STAFF DEVELOPMENT If the School receives resources from the Commissioner's staff development account, it must pay to the Commissioner for deposit in the account an amount equal to one-half of the cost of the resources provided to the School. *Education Code 21.453*

MANDATORY TRAINING The following trainings are for all employees:

AT HIRE

New Employee Orientation: Welcomes new employees and provides information about the school's organization, benefits, policies and procedures. Orientation has two components:

In-processing session, at in-processing, Human Resources staff assist new employees in completing required forms and acknowledging policies; and

New Employee Orientation (NEO) training, NEO training topics include EEO Discrimination, Harassment, Suicide Prevention, Child Abuse Prevention, Risk Management and the Family Educational Rights and Privacy Act (FERPA).

[Tex. Labor Code, § 21.010](#), [Tex. Government Code § 572.051](#), [Tex. Education Code § 38.0041](#), [Tex. Health and Safety Code § 161.325](#)

ANNUALLY

Child Abuse Prevention: Employees are required to attend Child Abuse Prevention training where staff learn to detect the signs of abuse, neglect and improper care. In addition, staff will learn laws, TSD policy and procedure for reporting suspected abuse.

[Tex. Education Code § 38.0041](#), [Tex. Education Code § 21.451](#)

Suicide Prevention: Employees are required to attend Suicide Prevention training where staff learn the potential warning signs of student self harm and suicide. In addition, staff will learn TSD policy and procedure for reporting.

[Tex. Health and Safety Code § 161.325](#)

Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) Awareness Education: Employees shall receive at hire, and annually thereafter, an educational pamphlet obtained from the Department of State Health Services regarding:

Methods of transmission and prevention of HIV infection;

State laws related to the transmission of HIV infection; and

Conduct that may result in the transmission of HIV infection.

[Tex. Health and Safety Code, Section § 85.111](#)

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BIENNIEL TRAINING EEO Discrimination/Harassment: Employees are required to take EEO Discrimination Rights/Harassment refresher course every two years.

[Tex. Labor Code, § 21.010](#)

OTHER TRAINING FOR
SPECIFIC AUDIENCES Student Discipline Training for Principals and Administrators: Each principal or administrator who oversees student discipline shall, at least once every three school years, attend professional development training regarding classroom disciplinary procedures. The professional development training includes the distinction between a discipline management technique used at the principal's discretion and the discretionary authority of a teacher to remove a disruptive student.

[Tex. Education Code § 37.002 \(a\) b\)](#) [Tex. Education Code § 37.0181](#)

Supervisor Reasonable Suspicion Training: Supervisors must be trained in the indications of drug and alcohol use and on the department's policy and procedures related to testing for cause. This training is required at least once for those who supervise staff.

[49 Code of Federal Regulations \(CFR\) 382.603](#)