



PERSONNEL: General

Professional Learning

I. Purpose

To implement Board of Education of Baltimore County (Board) Policy 4011 by establishing guidelines for professional learning opportunities in Baltimore County Public Schools (BCPS).

II. Scope

- A. Professional Learning is defined as a comprehensive, sustained, and intensive approach to improving employees' effectiveness in raising student achievement.
- B. Professional learning provides learning and development opportunities and activities to improve an employee's performance and/or to meet compliance standards.
- C. Professional learning opportunities may include, but are not limited to: on-the-job training; internal and external professional development courses, seminars, and conferences; academic development; peer coaching and mentoring; action research; advanced professional study; school and office visitation; research and study of best practices; and study groups.

II. Professional Development Cycle

- A. The Office of Organizational Development will identify organizational goals and priorities and develop and implement a professional development cycle that is aligned with systemwide goals.
- B. The professional development cycle will establish processes and procedures that provide:
  - 1. Central control and coordination of all professional learning opportunities.
  - 2. Professional learning opportunities to meet organizational, group, and individual learning needs in a systemic manner.
  - 3. Systemic and coordinated delivery of necessary knowledge and skills

focused on improvement of student achievement and organizational effectiveness.

4. Systems of evaluation to determine the effectiveness of professional learning.
- C. Registration for BCPS-sponsored training is made through the Office of Organizational Development's Web page.

### III. Guidelines

- A. The Office of Organizational Development will provide equitable access to professional learning through multiple pathways that consider the needs of diverse learners.
- B. With supervisory approval, BCPS employees may participate in training or professional development programs during normal work hours if the training or program is job-related or enhances the professional development of the employee.
- C. Mandated or required classes taken outside of normal working hours that cause a non-exempt employee to incur overtime require advance approval by the employee's supervisor.
- D. All professional learning development will be planned and implemented in accordance with applicable master agreements.
- E. Employees may participate in professional growth opportunities provided by accredited institutions of higher learning or other professional organizations when authorized and approved in advance by the employee's supervisor.
  1. Employees are responsible for compliance with required policies, procedures, budgets, and approval processes in order to attend training offered by outside organizations.

### IV. Responsibilities

- A. Systemwide Professional Development
  1. The Office of Organizational Development is responsible for the development and implementation of professional learning opportunities in BCPS and for providing notice of training requirements and opportunities.

2. All departments and offices are responsible for providing professional learning opportunities that support employees in the performance of assigned duties, further opportunities for employee advancement, or meet training mandated by federal or state laws or regulations or Board policies and Superintendent's rules.

B. School-Based

1. Principals are responsible for providing professional learning opportunities within the school in accordance with the needs of the school and faculty.

Rule

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Superintendent of Schools