

Greenville Central School District

**Guidelines and Procedures
for
Instructing a Professional Development Program or Inservice Course**

Proposals should accomplish any of the major purposes stated below and need to address the following guidelines and procedures before implementation.

The routing process is as follows: The applicant should submit the completed proposal form to the Principal for review; the Principal will submit the proposal form to the Professional Practices Committee (attention Secretary to the Superintendent); the PPC will review the proposal and forward a recommendation to the Superintendent for a final determination.

1. The Proposal Form needs to be completed.
2. The completed Proposal Form must be submitted to the appropriate Principal for approval by the first of every month for consideration by the PPC that month.
3. The Professional Practices Committee (PPC) will review the Proposal in consideration of the following criteria:
 - a. The Proposal addresses an identified need of the Greenville Central School District.
 - b. The Proposal is aligned to the New York State Standards.
 - c. The Proposal is congruent with current District initiatives and outcomes.
 - d. The Proposal results in improved student learning and achievement.
4. The Proposal may be approved, denied or returned to the applicant with suggestions for compliance with the criteria. The Proposal will be returned to the applicant with the status of approval.
5. Approved courses will be posted on the website for teachers to review.
6. Instructors are responsible for registering participants. Instructors should remind participants to complete a prior approval form available on the website and/or forms drive.
7. If a course is cancelled for any reason, instructors are responsible for notifying participants.
8. Upon completion of each course workshop, each instructor will administer and submit a course assessment to the Professional Practices Committee (PPC) via the Secretary of the Superintendent.

**Greenville Central School District
Proposal
Professional Development Program or Inservice Course Proposal**

Title: _____

Name of Instructor: _____

Rationale and Alignment with District Needs/Goals (Provide your rationale for the following):

- a. The Proposal addresses an identified need of the Greenville Central School District.

- b. The Proposal is aligned to the New York State Standards.

- c. The Proposal is congruent with current District initiatives and outcomes.

- d. The Proposal results in improved student learning and achievement.

Program Goal: _____

Format for instruction:	
Presentation and Training Strategies	
Timeline	
Expectations of Participants	
Impact on K-12 Student Achievement	

Name of Instructor: _____

School/Organization: _____

Intended Audience: K-12: _____ Research/BLT/QEC Project: _____ Other: _____

Time Frame: _____ Location: _____

Abstract (description to be distributed to participants):

Contact person(s): _____

Preferred dates of presentation (Be as specific as possible): _____

Total number of hours: _____

Anticipated cost to District or participant: _____

Be sure to note any necessary prior knowledge for participants and any costs that they will incur (workbooks, certification, technology, etc.)

Principal Review: _____
(Signature)

Recommended: _____
Not Recommended: _____
Other: _____

If not approved, please state reasons:

Professional Practices Committee Review: _____
(Signature)

Recommended: _____
Not Recommended: _____
Other: _____

If not approved, please state reasons:

Superintendent Review: _____
(Signature)

Approved: _____
Declined: _____
Other: _____

If not approved, please state reasons:

The applicant should maintain a copy prior to submission to Principal.

Routing: Applicant → Principal → PPC → Superintendent

6/07 Original: District Office Personnel File
cc: Employee, Staff Development Facilitator