

Staff Development at Paideia: the Cliff Notes

We encourage all faculty members to take advantage of the ample opportunities to participate in staff development activities afforded at Paideia. Faculty attend a wide range of external events including conferences, workshops, etc.; we also offer a number of groups and workshops here at Paideia which faculty are invited to join. There is a good deal of information about these various activities and your responsibilities in terms of staff development. This is a summary of some of that information and a listing of the information to be found in more detail in the **Staff Development folder on the FirstClass desktop** or on the **Staff Development page of the website**.

YOUR RESPONSIBILITIES

- You must complete at least 120 SCRs every 5 years of employment.
- Your five year cycle starts with your year of employment.
- You earn hours by participating in external and internal staff development activities.

TYPES OF OPPORTUNITIES

- In house:
 - see *Staff Development Opportunities at Paideia* on web page or in Staff Development folder on FirstClass desktop; watch for emails
- External events:
 - conferences, workshops, retreats, symposiums, etc.
- Blumenthal Grants
 - application information will be sent by email each Spring and is also available in the Staff Development Folder or on the web page.
- Other grants and opportunities: emails sent as they arise

HOW TO APPLY FOR A STAFF DEVELOPMENT OPPORTUNITY

- See Section III in the Staff Development Program Guide (on web page or in Staff Development folder on First Class desktop)
- To attend an external event you need to:
 - Request approval/ funding from Dorothy or Paul B.;
 - Request approval from your level coordinator;
 - Complete all necessary Federal Funds paperwork if relevant;
 - Arrange for substitute with Tiffany or Mary Lynn
- After the event you need to:
 - Turn in to Brittany receipts for all expenses **including food** along with white/yellow Staff Development Reimbursement Form and/or
 - Complete all necessary Federal Funds paperwork (if FF were requested);
 - External events: complete a Staff Development Record Form and give to Wendy;
 - Internal events: be sure you recorded your attendance;
 - Use what you have learned at event in classroom and plan ways to broaden the impact by presenting to colleagues.