

Policy GBRC: Professional Personnel Work Loads**Gilmer County Board of Education****Original Adopted Date:** 09/12/1995 | **Last Revised Date:** 07/19/2018 | **Last Reviewed Date:** 07/09/2018**Status:** ADOPTED

All professional employees are expected to observe a minimum workday of eight hours and a minimum work week of forty hours. Each school principal shall establish a minimum workday schedule for all personnel assigned under their supervision.

As part of their workday, teachers are expected to perform such duties as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences and related school activities in the community, and extra-class responsibilities, whether or not these activities fall into the hours during which they are required to be on duty at their school.

Policy GBRIB(1): Professional Personnel Sick Leave Bank Gilmer County Board of Education**Original Adopted Date:** 11/14/2006 | **Last Revised Date:** 07/19/2018 | **Last Reviewed Date:** 07/09/2018**Status:** ADOPTED

A sick leave bank shall be established and maintained from participating employees' voluntary contributions of accumulated sick leave. The bank shall be developed consistent with the requirements of state law and pursuant to guidelines and procedures developed by the superintendent and modified from time to time by the sick leave bank committee, as approved by the superintendent. All participating employees shall make equal contributions to the sick leave bank and all decisions of the sick leave bank committee shall be final and shall not be subject to appeal to the Board of Education.

The Gilmer County Board of Education is committed to the establishment and implementation of a comprehensive improvement plan designed to improve educator effectiveness and result in increased student achievement.

A component of the comprehensive improvement plan shall be a professional learning plan detailing the professional learning process that is needed to support the major components of the improvement plan. The professional learning plan shall organize and direct all professional learning that enhances the knowledge, skills and practices of district personnel, regardless of the funding source.

The Superintendent shall appoint a professional learning coordinator to facilitate the development, implementation, monitoring, and evaluation of the district's professional learning. The plan for professional learning should be based on multiple data sources including, but not limited to, student achievement and teacher/leader effectiveness measures. The plan and its implementation shall be aligned to rigorous standards for professional learning and shall be consistent with all requirements of the State Board of Education.

School principals and district leaders shall be responsible for engaging teachers and other district personnel in on-going professional learning as part of the district's comprehensive improvement plan.

Professional learning funds may be expended for the reasons specified in State Board of Education Rule 160-3-3-.04. Stipends may be awarded only if conditions exist as specified in the SBOE rule. Personnel who successfully complete conferences, workshops or courses approved by the professional learning coordinator may be reimbursed for expenditures by submitting such requests in accordance with district procedures established by the Superintendent or designee.

The district's multi-year comprehensive improvement plan, budget, and annual report shall be submitted to the Georgia Department of Education at a time and in a manner identified by the Department.

The Superintendent or designee is authorized to establish such administrative procedures or regulations as may be needed to implement this policy.
