

ADMINISTRATIVE

***Determination, Coordination, and Evaluation of
Personnel Development Programs***

Adopted: 10/24/2023

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The Tuolumne County Special Education Local Plan Area (SELPA) Personnel Development Program is designed to enhance the knowledge and resources of administrators, general and special educators, specialists, paraprofessionals and parents. The goal of the program is to improve the quality of services to students with special needs. The SELPA Administrator will:

1. Review and evaluate the results of any needs assessments and/or suggestions made for personnel development topics.
2. Recommend to the SELPA Governing Board an annual Personnel Development Plan.
3. Review evaluations of workshops.

Determination of SELPA Personnel Development Needs

The member local education agencies (LEA) are encouraged to conduct an annual needs assessment. Input is sought from general and special education teachers, special education lead for each LEA, administrators and parents. The Personnel Development Plan is designed to:

1. Enhance the instructional skills of teachers working with individuals with exceptional needs (ages 0-21).
2. Increase awareness and understanding of students with exceptional needs (ages 0-21).
3. Assist administrators in keeping current on legislation and judicial decisions related to individuals with exceptional needs.
4. Provide needed information and training to parents of students with exceptional needs.

Coordination of Staff Development Programs

The professional development plan is circulated to the special education lead for each LEA, Governing Board memos, and other interested persons. Flyers for individual professional development workshops are posted on the Tuolumne County Superintendent of Schools/SELPA

website, sent via e-mail to all school site administrators as well as those listed above, and “hard copies” are distributed to special education staff and Governing Board members.

Usually there is no cost for workshops arranged by the SELPA. Exceptions would be if a meal is provided or if workshop materials, locations, or speakers are extraordinarily costly. Space permitting, attendees from surrounding SELPA's, are welcome to attend workshops.

Evaluation of Personnel Development Program Evaluation forms are provided at all workshops and participants are encouraged to complete these forms.

Completed evaluations are used to assess the value of workshops and to assist in planning future workshops.

References: EC 56195.7(c)(2)
EC 56240-56243