



Administrative Regulation 4130 In-Service Training

Responsible Office: Office of Academics

REGULATION

1. In order to implement the policies of the Board of Trustees of the Washoe County School District, the objectives of in-service training programs shall be to:
 - a. Identify in-service training needs for licensed and classified employees.
 - b. Classify and assign priority to meet in-service needs.
 - c. Develop in-service activities to meet these needs.
 - d. Provide guidelines for the evaluation of in-service activities.
2. Organization:
 - a. Responsibility for the administration of a systematic, district-wide in-service education program shall be under the direction of the Senior Director of Curriculum and Instruction, who shall appoint an In-service Training Committee.
 - i. Members of the committee shall be drawn from personnel of the Washoe County School District and advisory members may be sought from the Nevada State Department of Education, the University of Nevada or any other field or agency which might make contributions toward curriculum improvement.
 - b. It shall be the duty of the In-service Training Committee to implement the in-service policy of the Board of Trustees of the Washoe County School District by striving to achieve the objectives desired.
3. Programs:
 - a. Programs may be arranged for individual schools or on a district-wide basis. These programs may be operated by the Washoe County School District, the University of Nevada or the Truckee Meadows Community College or as a joint venture between the Washoe County School District and the University of Nevada or the Truckee Meadows Community College.
 - b. In any case, prior to the designation of a program as an in-service project of the Washoe County School District, the proposed program, must have

approval of the In-service Training Committee and approval of the Superintendent.

4. Facilities:

- a. All facilities of the Washoe County School District shall be available for approved in-service training programs.

5. Finances:

- a. In-service training courses offered by or in conjunction with the University of Nevada or Truckee Meadows Community College are subject to the usual fees.
- b. In-service training courses offered by the Washoe County School District shall carry fees only when necessary.

6. Salary Increment Credit:

- a. Increment credit on the Teachers Salary Schedule may be given in the case of some in-service programs.
- b. The In-service Training Committee may recommend to the Superintendent a limit on the number of credits for in-service programs that may apply to increment credit on the Teachers Salary Schedule.

7. Evaluation:

- a. Evaluation procedures shall be established by the In-service Training Committee and the completed evaluations shall be used to further the purposes of the entire in-service program.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4130, In-Service Training.

REVISION HISTORY

Date	Revision	Modification
12/13/1966	1.0	Adopted
11/22/1976	2.0	Revised
10/27/1992	3.0	Revised
7/14/1998	4.0	Revised