

Carteret County Public Schools
Staff Development Responsibilities & Procedures
Staff Development Facilitator's Responsibilities

1. **The facilitator administers and oversees the entire staff development process. (The facilitator could be – Directors, Coordinators, Principals, Specified Teachers, etc.)**
2. The staff development facilitator is responsible for the overall process of the staff development, which requires making sure all forms and paperwork are completed and forwarded to the appropriate people.
3. Complete the Locally Planned Staff Development Workshop Request Form (SD-4) for any staff development you are planning. The facilitator will need to sign the SD-4 then obtain the principal's signature for approval, and then send the SD-4 to the Assistant Superintendent of Curriculum and Instruction for approval. Notify the program director of any staff development directly involving their department.
4. Provide a Staff Development Roster making sure all staff development participants sign in so they will obtain CEU credit.
5. Make one copy of the Staff Development Roster
 - a. Send one copy to the Human Resource Management System (HRMS) Data Manager to enter the credit hours into the HRMS computer program.
 - b. The facilitator of the staff development should keep the original copy of the roster in a file to maintain records of participation in case of questions arising.
6. The Department of Public Instruction has stated that a facilitator is not eligible to receive CEU credit for his/her own workshop. The facilitator should not sign in on the roster as a participant.