

Carteret County Public Schools
Staff Development Responsibilities & Procedures
Program Director's & Coordinator's Responsibilities

1. Complete the Locally Planned Staff Development Workshop Request Form (SD-4) for any staff development your department is planning. Send a completed SD-4 to the Assistant Superintendent of Curriculum and Instruction for approval.
2. Notify the principals and office/bookkeeper of any upcoming staff development by sending them a courtesy copy of the completed SD-4.
3. Provide a Staff Development Roster making sure all staff development participants sign in so they will obtain CEU credit.
4. Make two copies 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. On the other copy, **thoroughly mark through or block out the social security numbers** (privacy issue) and send a copy of the roster to the school's office/bookkeeper of each participant.