

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

1. Complete the Locally Planned Staff Development Workshop Request Form (SD-4) for any staff development your school is planning. Send a completed SD-4 to the Assistant Superintendent of Curriculum and Instruction for approval. Notify the Director of any staff development directly involving their grade level or department.
2. Approve/sign the Prior Approval for License Renewal/Certificate of Credit Form (SD-1) for any staff development a teacher attends outside of their home school.
3. Approve and sign the Request for Professional Leave Funding and Absence form (SD-2) for any staff development a teacher attends outside of the school. The signed SD-2 form should be kept in a central location (office/bookkeeper) due to funding questions that may arise. Depending upon funding source you may need to enter a SEA System Activity Proposal. If a SEA System Proposal is entered then the SD-2 does not need to be completed.
4. Make sure all staff development participants sign the Staff Development Roster.
5. 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. Give the other copy to the office/bookkeeper to keep in a centrally located file.