

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

Subject: <b>Special Education: Professional Development</b>	Policy Number: <b>18</b>
Number of Pages: <b>2</b>	Section: <b>XII</b>
Attachments	Related Standards & References  <b>Corrections Education Association Standards(CEA) Performance-based Standards (Revised, November, 2004) No Child Left Behind (NCLB, 2001) Mississippi Nonpublic School Accountability Standards, 2004</b>
Effective Date: <b>06/09/2006</b> Revised: 10/06/2008	Approved:  <b>Kathy Pittman, Director</b> Reviewed: 12/15/2009

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS) that the educational staff shall maintain, update and improve their knowledge and competencies required to teach Special Education Students at the Juvenile Institutions. Educators shall participate in ongoing professional development activities consistent with the programmatic needs of special education students and staff interests.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

**Professional Development** - A process involving evaluation, identification of needs, and planned activities for school staff, and the entire district designed to improve those elements of professional knowledge and skills that effect student learning.

**Staff Development Committee** – A committee made up of administrators and teachers to determine the training needs of the educational staff to better enable them to serve their students.

**III. PROCEDURE**

Staff development committee will meet and develop a school proposal including: teacher needs, student needs, curriculum, goals and objectives.

1. Principal will ensure that teachers comply with MDHS/Division of Youth Services and Mississippi Department of Education training requirements.
2. Staff development committee will compile a list of topics and conduct a survey of staff serving special education students.

3. Survey will be presented to teachers to identify additional areas of interest.
4. Staff development committee will review survey and schedule training facilitators.
5. A professional development calendar will be created based on the results of the training needs assessment.
6. Educational staff will attend a minimum of 40 hours annually.
7. Educational staff will utilize all available resources and technology via Internet.
8. Professional development will be documented and hours for each trainee will be placed in individual employees files and copy kept in a binder.
9. MDHS/DYS is committed to provide highly qualified trainers with significant expertise in the areas of interest.