

Sacramento Waldorf School Standing Committee Mandate Form

Name of Committee: PROFESSIONAL DEVELOPMENT

Mandated by: College of Teachers

Mission: Assume responsibility for aspects of faculty professional development including in-service days; tracking summer training; tracking professional growth; whole school faculty meetings; and committee assignments.

Authority and responsibility

- Work with Administration to calendar in-service days
- Plan and execute in-service days with input from Coordinating Committees
- Update professional development requirements and communicate to faculty
- Provide self-assessment tools and monitor Individual Development Plans (IDP) for completion of professional development requirements
 - individual plans at start of school year
 - approve plans according to guidelines given by College of Teachers
 - track completion of individual professional development plans including completion of Waldorf teacher training requirements
 - report non-compliance with training to Steering Committee
 - schedule mid-year and end-of-year IDP reflections
- Gather feedback from faculty to plan for future professional learning needs
- Plan and coordinate agendas for monthly Whole-School Faculty Meetings and Review and Preview meetings in collaboration with the College and with Administration for coordination regarding Admin Staff development
- Provide place for committee assignments in August in-service meetings, track committee membership, report lack of participation to Steering Committee

Meeting Schedule

Committee meets weekly. Additional meetings may be required during Individual Development Plan review or prior to in-service days.

Time and frequency of review

Annual review by the College of Teachers with input from the faculty.

Group receiving reports

College of Teachers; reports twice annually

Membership

At least one member from each section of the school, Early Childhood, Lower School, and High School. Members are appointed via nomination by the College of Teachers.

Term

Two years, staggered to keep consistency of leadership, knowledge, and group cohesion.