Standard 6.1. The program uses an integrated process for program and professional development, and provides adequate staffing to lead that process.

1. Describe your duties as the program and staff development coordinator.
   How many hours per week, per month and weeks per year do you devote to this function?
2. Describe ways the continuous improvement planning process informs individual professional development.
3. Describe your current and future needs for professional development.

Standard 6.2. All staff have engaged in staff development activities for not less than 12 hours per year to help all students achieve their goals and be prepared for college and career.

1. Describe how and in what ways you assist staff to identify resources, ideas, and strategies, including external opportunities for professional development needs.
2. Generally, what types of professional development needs are identified?
   How are these needs met within or outside of the program? Are there unmet needs? Please explain.
3. Describe your access to professional development offerings.
4. Describe how professional development plans address individual professional development goals and program needs.
   Are professional development plans on file? How frequently are these revisited and updated?

Standard 6.3. Program ensures that all staff complete the trainings that are required for their roles.

1. Does the program have a policy to ensure that teachers have completed required trainings?
   How is this policy implemented and, if needed, updated?
2. Describe any orientation provided by the program for new instructors and new staff.

Program and Staff Development questions revised 2015-2017