

Policy 4331: Staff Development

Status: DRAFT

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The Governing Board recognizes that professional development enhances employee effectiveness and contributes to personal growth. Staff development for administrative and supervisory personnel shall be designed to guide institutional improvement, build leadership skills, and enhance overall management efficiency.

Staff shall attend staff development as directed by the Superintendent or designee and in accordance with any applicable collective bargaining agreement and Board Policy 4319.1 - Civil and Legal Rights.

The Superintendent or designee shall develop a plan for administrator support and development activities that is based on a systematic assessment of the needs of district students and staff and is aligned to the district's vision, goals, local control and accountability plan, and other comprehensive plans.

The district's staff development program shall assist district and school administrators in developing knowledge and skills, including, but not limited to:

1. Mandated reporter requirements

Administrative and supervisory staff shall receive training annually, or if hired during the course of the school year upon being hired, on the prevention of abuse, including sexual abuse, of children on school grounds, by school personnel, or in district-sponsored programs. The training shall include that failure to report an incident of known or reasonably suspected child abuse or neglect is a misdemeanor punishable by up to six months confinement in a county jail, or by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine. (Education Code 44691)

2. Youth behavioral health

On or before July 1, 2029, administrative and supervisory staff who have direct contact with students in any of grades 7-12 shall, at least one time, receive youth behavioral health training which provides instruction around the unique risk factors and warning signs of behavioral health problems in adolescents, builds understanding of the importance of early intervention, and teaches staff how to help an adolescent in crisis or experiencing a behavioral health challenge. The training may also include instruction on: (Education Code 49428.2)

- a. Recognizing the signs and symptoms of youth behavioral health disorders, including, but not limited to, psychiatric conditions and substance use disorders such as opioid and alcohol abuse
- b. How to maintain student privacy and confidentiality in a manner consistent with federal and state privacy laws
- c. Safe de-escalation of crisis situations involving students with a youth behavioral health disorder

3. Personnel management, including best practices on hiring, recruitment, assignment, and retention of staff

4. Effective fiscal management and accountability practices

5. Academic standards and standards-aligned curriculum and instructional materials

6. Leadership training to improve the academic achievement of all students, including capacity building in pedagogies of learning, instructional strategies that meet the varied learning needs of students, and student motivation

7. The use of student assessments, including analysis of disaggregated assessment results to identify needs and progress of student subgroups

8. The use of technology to improve student performance and district operations

9. Creation of safe and inclusive school environments
10. Parent/guardian involvement and community collaboration
11. Employee relations
12. Effective school and district planning processes

Staff Development Materials and Services

The Board shall adopt staff development materials and services that align with the district's mission, vision, and goals, are relevant to student academic achievement and well-being, and are instrumental in assisting administrative and supervisory staff in developing the knowledge and skills specified in Items #1-12, above.

The Board shall not adopt the use of any staff development materials or services that promote, endorse, or otherwise support actions or the use of any textbook, instructional material, supplemental instructional material, or curriculum which would subject a student to unlawful discrimination pursuant to Education Code 220 and Board Policy 0410 - Nondiscrimination in District Programs and Activities. (Education Code 244)

If the Board knows or has reason to know that materials were used in a classroom, staff development materials or services were used, or an action occurred which subjected an individual to unlawful discrimination pursuant to Education Code 220, the Superintendent or designee shall remediate the action, which may include, but is not limited to, implementation of restorative justice practices. (Education Code 244)

If it is determined that any textbook, instructional material, supplemental instructional material, staff development material, or curriculum provided by an organization has violated Education Code 244, the district shall notify the organization that corrective action is required unless the Superintendent of Public Instruction has already done so. If corrective action is not taken within 60 days, the California Department of Education may use any means authorized by law to effect compliance. (Education Code 60152)

The district's staff evaluation process may be used to recommend additional staff development for individual employees.

An employee's assessment, testing, admission, or acknowledgment of their own personal bias that was made in good faith and solicited or required as part of a bias mitigation training does not, by itself, constitute unlawful discrimination. (Government Code 12940.2)

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to both staff and students and shall regularly report to the Board regarding the effectiveness of the staff development program. Based on the Superintendent's report, the Board may revise the program as necessary to ensure that the staff development program supports the district's priorities for student achievement and well-being.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Ed. Code 220	Prohibition of discrimination
Ed. Code 244	Nondiscrimination in staff development
Ed. Code 44681-44689	Administrator training and evaluation
Ed. Code 44690	21st Century California School Leadership Academy
Ed. Code 44691	Mandated reporter training
Ed. Code 49428.2	Youth behavioral health training
Ed. Code 52060-52077	Local control and accountability plan

State

Ed. Code 60152
Gov. Code 12940.2
Pen. Code 11165.7

Description

[Complaint procedures](#)
[Bias mitigation training](#)
[Mandated reporter; definition](#)

Management Resources

Court Decision
CSBA Publication
Website
Website
Website
Website
Website
Website
Website
WestEd Publication

Description

[Dodge v. Evergreen School District \(2022\) 56 F.4th 767](#)
[Practical Steps Toward Advancing Equitable and Supportive Discipline, 2025](#)
[U.S. Department of Education, Supporting Effective Instruction State Grants \(Title II, Part A\)](#)
[Supporting Effective Instruction State Grants \(Title II, Part A\)](#)
[University of California, Los Angeles' and University of California, Berkeley's Race, Education, and Community Healing \(REACH\) Network](#)
[CSBA District and County Office of Education Legal Services](#)
[Association of California School Administrators](#)
[Commission on Teacher Credentialing](#)
[WestEd](#)
[California Department of Education](#)
[California Professional Standards for Educational Leaders, 2001](#)

Cross References

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0100
0200
0410
0415
0415
0420
0420
0440
0440
0450
0450
0460
0460
0500
1100
1113
1113
1114
1114
1240

Description

[Vision](#)
[Vision](#)
[Philosophy](#)
[Goals For The School District](#)
[Nondiscrimination In District Programs And Activities](#)
[Equity](#)
[Equity](#)
[School Plans/Site Councils](#)
[School Plans/Site Councils](#)
[District Technology Plan](#)
[District Technology Plan](#)
[Comprehensive Safety Plan](#)
[Comprehensive Safety Plan](#)
[Local Control And Accountability Plan](#)
[Local Control And Accountability Plan](#)
[Accountability](#)
[Communication With The Public](#)
[District And School Websites](#)
[District And School Websites](#)
[District-Sponsored Social Media](#)
[District-Sponsored Social Media](#)
[Volunteer Assistance](#)

Cross References**Description**

1240	Volunteer Assistance
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E PDF(1)	Uniform Complaint Procedures
1313	Civility
3100	Budget
3100	Budget
3230	Federal Grant Funds
3230	Federal Grant Funds
3260	Fees And Charges
3260	Fees And Charges
3350	Travel Expenses
3460	Financial Reports And Accountability
3460	Financial Reports And Accountability
3511.1	Integrated Waste Management
3511.1	Integrated Waste Management
3514	Environmental Safety
3514	Environmental Safety
3514.1	Hazardous Substances
3514.1	Hazardous Substances
3515-E PDF(1)	Campus Security - Use Of Unmanned Aircraft Systems (Uas)/Drones On District Grounds
3515.2	Disruptions
3515.2	Disruptions
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.2	Bomb Threats
3516.3	Earthquake Emergency Procedure System
3551	Food Service Operations/Cafeteria Fund
3551	Food Service Operations/Cafeteria Fund
3552	Summer Meal Program
3552	Summer Meal Program
3580	District Records
3580	District Records
4000	Concepts And Roles
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4040	Employee Use Of Technology
4040	Employee Use Of Technology
4040-E PDF(1)	Employee Use Of Technology

Cross References**Description**

4111	Recruitment And Selection
4112.23	Special Education Staff
4113	Assignment
4113	Assignment
4119.1	Civil And Legal Rights
4119.21	Professional Standards
4119.21-E PDF(1)	Professional Standards
4119.41	Employees With Infectious Disease
4157	Employee Safety
4157	Employee Safety
4158	Employee Security
4158	Employee Security
4161	Leaves
4161	Leaves
4211	Recruitment And Selection
4219.1	Civil And Legal Rights
4219.21	Professional Standards
4219.21-E PDF(1)	Professional Standards - Code Of Ethics Classified Employees
4219.41	Employees With Infectious Disease
4257	Employee Safety
4257	Employee Safety
4258	Employee Security
4258	Employee Security
4261	Leaves
4261	Leaves
4311	Recruitment And Selection
4315	Evaluation/Supervision
4319.1	Civil And Legal Rights
4319.21	Professional Standards
4319.21-E PDF(1)	Professional Standards
4319.41	Employees With Infectious Disease
4357	Employee Safety
4357	Employee Safety
4358	Employee Security
4358	Employee Security
4361	Leaves
4361	Leaves
5137	Positive School Climate
5141.4	Child Abuse Prevention And Reporting
5141.4	Child Abuse Prevention And Reporting

Cross References**Description**

5141.52	Suicide Prevention
5141.52	Suicide Prevention
5145.12	Search And Seizure
5145.12	Search And Seizure
5145.3	Nondiscrimination/Harassment
5145.3	Nondiscrimination/Harassment
5145.9	Hate-Motivated Behavior
5148	Child Care And Development
5148	Child Care And Development
5148.2	Before/After School Programs
5148.2	Before/After School Programs
5148.3	Preschool/Early Childhood Education
5148.3	Preschool/Early Childhood Education
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6020-E PDF(1)	Parent Involvement
6111	School Calendar
6120	Response To Instruction And Intervention
6141	Curriculum Development And Evaluation
6141	Curriculum Development And Evaluation
6142.91	Reading/Language Arts Instruction
6142.92	Mathematics Instruction
6161.1	Selection And Evaluation Of Instructional Materials
6161.1	Selection And Evaluation Of Instructional Materials
6161.1-E PDF(1)	Selection And Evaluation Of Instructional Materials - Please See District Material In District Office
6162.5	Student Assessment
6162.51	State Academic Achievement Tests
6162.51	State Academic Achievement Tests
6162.6	Use Of Copyrighted Materials
6162.6	Use Of Copyrighted Materials
6171	Title I Programs
6171	Title I Programs
6172	Gifted And Talented Student Program
6172	Gifted And Talented Student Program
6173	Education For Homeless Children
6173	Education For Homeless Children
6173-E PDF(1)	Education For Homeless Children

Cross References

6173.1

6173.2

6173.2

6173.4

6174

6174

6175

6175

6178

6178

Description[Education For Foster Youth](#)[Education Of Children Of Military Families](#)[Education Of Children Of Military Families](#)[Education For American Indian Students](#)[Education For English Learners](#)[Education For English Learners](#)[Migrant Education Program](#)[Migrant Education Program](#)[Career Technical Education](#)[Career Technical Education](#)