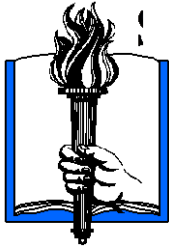


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>In-service Credit— Licensed Personnel</b>	<b>Descriptor No:</b>  <b>AD PER14</b>	<b>Effective Date:</b>  <b>11/06</b>
<b>Reviewed/Revised:</b>  <b>2/13; 6/14; 9/18</b>		

In-service education is defined as a program of planned activities designed to increase the competencies needed by all licensed personnel in the performance of their professional responsibilities. In this context, "competencies" are defined as the knowledge, skills, and attitudes, which enable personnel to carry out their tasks with maximum effectiveness.

- 1 The in-service points must be completed and recorded in the SchoolStation database by the last
- 2 day of the current school year.
- 3
- 4 Licensed personnel may begin earning points for the upcoming year after the last day of school
- 5 for the current year.
- 6
- 7     1. Teachers participating in in-service education activities provided through the local staff
- 8     will earn one (1) point for each hour of the session.
- 9     2. Teachers participating in sessions of education conferences which qualify as in-service
- 10    education (excluding business sessions, meals, and travel) will earn one (1) point for each
- 11    hour of the sessions-provided that they are in addition to the hours of a regular work day
- 12    for which salary is received.
- 13    3. Teachers participating in a group meeting in which curriculum development occurs will
- 14    earn one (1) point for each hour of activity.
- 15    4. Members of the textbook selection committees will earn one (1) point for each hour spent
- 16    in this activity.
- 17    5. Teachers participating in preparation for and the conducting of an approved in-service
- 18    activity (workshop) will earn one (1) point for each hour of the activity. An equivalent
- 19    point will be earned for preparation.
- 20    6. Activities on days that are set aside for faculty meeting dates may not receive in-service
- 21    credit unless prior approval for a special program is obtained and sanctioned between the
- 22    Instruction Department and the building principal.
- 23    7. No in-service points may be claimed for university courses for credit.
- 24    8. Teachers participating in missionary work that involves educational or instructional
- 25    activities may **NOT** use these experiences to count for annual in-service credit.
- 26    9. Teachers supervising field trips and student activities outside the school day may **NOT**
- 27    use these experiences to count for annual in-service credit.
- 28