Calendaring Professional Development (PDV-W001)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

   1.1 This work instruction discusses the process that is used to schedule / calendar professional development for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

   2.1 Department Heads

3.0 APPROVAL AUTHORITY:

_____ _____
Signature   Date

   3.1 Executive Director – Prof Development

4.0 DEFINITIONS:

   4.1 SLPS – Saint Louis Public Schools

   4.2 Division Calendar Lead – position responsible for professional development information for the division

5.0 WORK INSTRUCTIONS:

   5.1 Go to the SLPS web page, click on quick links, and select professional development.

   5.2 Select "Calendar".

   5.3 Scroll down to "PDev Calendar" and download the template to your hard drive. (Right click on link, and choose "save target as" c:\my documents)

   5.4 Exit web site.

   5.5 Go to C:\my documents and open the saved calendar from your hard drive.

   5.6 Enter in the calendar: event, date (mm-dd-yy format), title, target audience, start and stop time (24hr format – 3:00 p.m. = 15:00), location w/ address, room, contact person and phone number, and division. Multiple events can be input at one time. Any revisions should be reported monthly.

   5.7 Reserve / secure the room and obtain district authorization before submitting to professional development.

   5.8 Save calendar and send a copy to professional development or division calendar lead monthly.

6.0 ASSOCIATED DOCUMENTS:

   6.1 Event information

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Professional development calendar	e-file	99 years	Discard as desired	Password protected

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/02/08	A	Initial Release

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