

Inservice Coordinator Training

36 Inservice Points

Component No. 7 417 008

General Objectives

1. To acquire knowledge of the rules and procedures concerning Inservice education and facilitation of the local level inservice programs.
2. The development of special training programs to assist Inservice Trainers in areas of study.

Specific Objectives

1. Learn laws, rules and procedures concerning Inservice education and Florida Professional Educator Certificates.
2. Demonstrate communication strategies useful in facilitating Inservice activities.
3. Identify ways that different personality styles affect communication.
4. Explain and complete computer records for Inservice credit.
5. Describe the elements of an Inservice component.
6. Indicate strategies for the evaluation of participants in Inservice Programs.
7. Define the role of the school Inservice Coordinator.
8. Identify and use planning strategies for Inservice Programs.
9. Describe the collaborative role assigned to Inservice Education by the Florida statutes.
10. Plan and request resources for school-based Inservice programs.
11. Relate Inservice programs to effective school research programs.
12. Identify the chain of action necessary for an individual to receive credit for Inservice education for renewal of certificates.

Activities

1. Participants will attend a workshop or institute designed for meeting these objectives, and conducted by a person(s) who has demonstrated expertise in this area.

Evaluation

1. Specific objectives will be identified for the activity leader for evaluation by pre/post tests.
2. Participants will complete a workshop evaluation form.

