**Definition**

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.

**Approvable Activities for In-service**

1. In-service activities designed to develop the competencies of apprentice or probationary teachers. (Priority shall be given to these activities. Supervising teachers shall be designated to work with these teachers.)
2. Instructional assessment and improvement studies.
3. Workshops and/or other activities based on the assessed needs of a school or school system.
4. Development and coordination of system and school-wide curriculum.
5. Conducting staff development programs/activities that are consistent with needs identified at the building and/or system level.
6. Studies of: teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.
7. Workshops, seminars, institutes, state sponsored activities, teacher-center activities, professional organization sponsored activities, and college or university sponsored activities which are related to a teacher's assignment or to a school's or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
8. Specific training for instructional assignments.
9. Service as a free consultant to other schools and LEAs, excluding travel time.

**Non-Approvable Activities for In-service**

1. Parent-teacher conferences.
2. Teachers working in their rooms.
3. Putting grades on permanent record forms.
4. Business meetings for a professional association.
5. Coaching clinics/cheerleading clinics.
6. College courses for credit.

Location of this information was taken from the state web site at [www.tn.gov/education](http://www.tn.gov/education).

1. Educators-Administrators (2) LEA Ops (3) Quick Links (4) In-service Guidelines