

### **Staff Development - Licensed**

The following regulations are the district's procedures for providing its licensed staff with a process for continuing professional development and for meeting licensure renewal requirements. Board policy GCL/GDL - Staff Development and these regulations are recognized as the district's Continuing Professional Development (CPD) Plan. All licensed educators, working at least half time, must have an active plan for earning Professional Development Units (PDUs). All educators will participate in the district's CPD Plan, unless the administrator approves an individual plan as provided by OAR 584-090-0001.

1. The district CPD Plan will assist educators to:
  - a. Achieve district, state and national standards;
  - b. Keep current with the development and use of best practices; and
  - c. Develop ways to enhance learning for a diverse student body.
  
2. The district CPD Plan will identify growth activities and experiences that address one or more of the following domains of professional growth:
  - a. Content of the subject matter or specialty area directly related to the educator's current assignment(s) or to responsibilities the educator reasonably expects to be assigned;
  - b. Strategies for assessment of student performance in achieving school and district objectives and state content standards and interpretation and application of the results;
  - c. Methods for effective teaching, classroom management, counseling, supervision, leadership, and curriculum development;
  - d. Understanding of diversity in abilities, social and/or cultural background and use of such knowledge to promote achievement of high standards for all students;
  - e. Knowledge of state and national education priorities and the application of that knowledge to one's school and district programs; and
  - f. Competence in the uses of technology in schools and the application of that knowledge to one's assignment.
  
3. The district plan will allow educators to utilize district and school level professional growth activities to earn credit towards the required number of Professional Development Units (PDUs). Individual educators, under the district plan, may supplement their PDUs with other approved professional growth activities. Educators should earn approximately 25 PDUs per year. Up to 25 additional PDUs may be counted toward the next re-licensure cycle. The responsibility for completing a plan and meeting licensure renewal requirements rests with the employee.
  
4. The district plan will include, but not be limited to the following professional growth activities and experiences:

- a. District/School inservice;
- b. District technology classes;
- c. District benchmark scoring teams;
- d. District curriculum committees;
- e. Site Council membership;
- f. College/University credit;
- g. Professional conferences, workshops or seminars;
- h. Student teacher or peer mentoring;
- i. Action research/grant writing; and
- j. Professional presentations/publications.

Acceptable CPD activities will be pre-approved by the administrator. Evidence will be submitted by the educator to verify completion.

5. The district will provide the following resources for educators to complete their CPD requirements:
  - a. Distribute the district policy, regulations and handbook to educators;
  - b. Provide a system of record keeping for educators;
  - c. Provide inservice and other professional activities within the district to help educators earn the required number of PDUs.
  
6. Each educator will provide the following information to their administrator prior to re-license:
  - a. Log of completed activities and experiences, related domains and number of PDUs earned; and
  - b. Reflection on the educator's participation in the district plan, the effect observed on student learning and any adjustments that they will make to enhance student learning. The administrator will review the results of the educator's district plan and verify the completion of the plan. The educator will send the log and reflection along with other appropriate re-licensure documents to the human resources department.
  
7. Licensed individuals transferring to the district from other districts, including those educators hired without previous district experience, shall submit any CPD units of credit earned to their supervisor for review. Such credits may be used to meet individual requirements under the district's CPD program, as approved by the superintendent or designee.
  
8. Completed CPD forms shall be filed in the employee's personnel file.
  
9. Educators who have verification from the superintendent or designee, will be judged to have met CPD requirements for the renewal of their license.