

Staff Development - Licensed

All district teachers, personnel service specialists and administrators contracted by the district, excluding substitutes, will follow the procedures provided below for meeting the district's Continuing Professional Development (CPD) Program requirements.

Board policy GCL, Staff Development - Licensed, this regulation and related district-issued handbooks and materials are recognized as the district's Continuing Professional Development Program.

- I. The district and each school site shall systematically identify instruction needs of students and relate those needs to the practices and possible CPD activities for the licensed staff.
- II. Licensed employees shall maintain an active individual CPD plan. Modifications to the employee's plan may be made at any time after consultation with and approval by his/her supervisor.
 - A. Each plan shall be designed to assist the employee to:
 1. Achieve district, state and national standards;
 2. Keep current with the development and use of best practices; and
 3. Develop ways to enhance learning for a diverse student body.
 - B. Each plan shall identify CPD activities and experiences that address one or more of the following professional growth domains:
 1. Content of the subject matter or specialty area directly related to the employee's current assignment(s) or to responsibilities he/she reasonably expects to be assigned, or is assigned by the district.
 2. Strategies for assessment of student performance in achieving school and district objectives and state content standards and interpretation and application of the results;
 3. Methods for effective teaching, classroom management, counseling, supervision, leadership and curriculum development;
 4. Understanding of diversity in abilities, social and/or cultural background and use of such knowledge to promote achievement of high standards for all students;
 5. Knowledge of state and national education priorities and the application of that knowledge to one's school and district programs;
 6. Competence in the uses of technology in schools and the application of that knowledge to one's assignment.
 - C. Each plan shall also include the following:
 1. Identified goals/objectives to be achieved through the CPD plan;
 2. Proposed activities and experiences to meet the goals;
 3. List of completed activities, related domain and number of professional development units of each credit earned;

4. Employee's reflection on the completed plan and its relationship to student learning and modifications of the employee's performance;
 5. Resources that will be used to complete the plan;
 6. Signature of supervisor indicating review and approval of the proposed plan and verification of plan completion.
- D. Plans may include course work leading to an advanced degree(s) or credit towards advancement on the salary schedule when consistent with objectives of the employee's CPD plan or provisions of the collective bargaining agreement, as applicable.
- E. Tuition reimbursement may be provided, as outlined in the collective bargaining agreement.
- III. The employee's plan shall be proposed and completed at the beginning of each renewal period and reviewed annually.
- IV. The number of CPD units per renewal period may include unlimited college course work, in-district off-hour training and limited Professional Development Units for portfolio/documentation, curriculum day training, outside training, committee work, professional activities and specially designed, unique programs, as outlined on the attached forms.
- V. The district will attempt to offer as many professional growth activities as recognized needs warrant and resources permit.
- VI. The responsibility for completing a plan and meeting licensure renewal requirements rests with the employee. An employee shall provide documentation that the CPD plan has been completed and he/she has analyzed the results and applied the acquired knowledge and skills to improve student learning.
- The district may assist such efforts in the following ways:
- A. Provide a copy of the Board's CPD policy, regulation, CPD handbook and/or other related materials which meet TSPC requirements;
 - B. Provide a record keeping system for documenting professional growth activities.
 - C. Incorporate plan development and completion into an annual goal setting cycle;
 - D. When possible, conduct applicable group meetings/conferences to assist in meeting the requirements.
- VII. Acceptable CPD activities for meeting CPD program requirement shall be those reviewed (and approved) by the employee's supervisor and for which evidence is submitted to verify completion.
- VIII. Licensed individual's transferring to the district from other districts or from within the district including those educators hired without previous district experience, shall submit any CPD units of credit earned to their supervisor for review. Such credits will be used to meet individual requirements under the CPD program as appropriate.
- IX. Completed CPD forms shall be filed, at license renewal time, in the employee's personnel file. The superintendent or his/her designee shall, if applicable, verify completion of the required plan(s) and units for license renewal at the time the employee requests district verification of educational experience on the TSPC provided Professional Educational Experience Report (PEER) form.