

Staff Development - Licensed

All district teachers, personnel service specialists and administrators contracted by the district, excluding substitutes, shall maintain an active CPD plan for meeting district CPD program requirements, in accordance with the procedures provided below.

1. The building principal or supervisor at each school site shall ensure the employee's proposed plan meets district CPD program requirements, as approved by the Board.
2. Modifications to the employee's plan may be made at any time, after meeting with and approval by his/her supervisor.
 - a. Each employee plan, under the district's qualified CPD program, shall be designed to assist the educator 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 academic 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 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 district-qualified CPD program and applicable provisions of the employee's collective bargaining agreement.
 - e. Tuition reimbursement may be provided as approved in advance to meet qualified district CPD program requirements and applicable provisions of the employee's collective bargaining agreement.
- 3. The employee's plan shall be proposed and reviewed annually as part of their goal setting process according to the following:
 - a. Teachers/Counselors/Specialists/Building/Program Administrators/Central Office Administrators, Including Superintendent
 - (1) CPD Plan developed annually as part of the goal setting process;
 - (2) CPD Plan approved and revised as needed;
 - (3) CPD Plan updated, activities documented annually;
 - (4) New plan developed at time of finalization of the previous plan and after verification that the employee has met his/her district CPD requirements.
 - 4. The number of CPD units of credit taken per year to meet district CPD program requirements may be determined by the district.
 - 5. The district will attempt to offer as many professional growth activities as recognized needs warrant and resources permit.
 - 6. Plans may be developed that totally utilize district professional growth activities and some outside district activities, or are totally completed in non-district-sponsored activities. All such plans shall be proposed to the employee's supervisor for review and approval.
 - 7. The responsibility for completing a plan and meeting licensure renewal requirements rests with the employee. An employee utilizing the district's CPD program to meet licensure renewal requirements shall provide documentation that the 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 Teacher Standards and Practices Commission (TSPC) requirements;
- b. Provide an annual process for completing a portion of the license renewal requirements;

- c. Upon the employee's request, provide a site system for record keeping in which the supervisor retains the plan and, where practical, may assist in certain record-keeping activities;
 - d. Incorporate plan development and review into an annual goal-setting cycle;
 - e. When possible, conduct applicable group meetings/conferences to assist in meeting the requirements.
8. Acceptable CPD activities for meeting district CPD program requirements shall be those reviewed and approved by the employee's supervisor and for which evidence is submitted to verify completion.
 9. 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.
 10. Completed CPD forms shall be filed in the employee's personnel file.
 11. The superintendent or designee shall 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.