

**Neah-Kah-Nie  
School District 56**

Code: **GCL-AR**  
Adopted: 11/12/01  
Readopted: 2/11/08; 5/11/15  
Orig. Code(s): GCL-AR

**Staff Development - Licensed**

District mission and goals, school and district improvement plan and report card data and other such information will be considered in developing a district program for Board approval.

Board policy GCL - Staff Development – Licensed, this regulation and related district-issued materials are recognized as the district’s qualified CPD program.

All district staff contracted by the district in positions requiring TSPC licensure, excluding substitutes, shall maintain an active CPD plan for meeting district CPD Program requirements, in accordance with the procedures provided below.

1. The 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 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 provisions of the collective bargaining agreement as applicable.
  - e. Tuition reimbursement may be provided as approved in advance to meet qualified district CPD Program requirements and provisions of the collective bargaining agreement, as applicable.
  - f. The employee's plan shall be proposed and initiated at the beginning of the individual employee's new license renewal period. Successive cycles of the plan shall be annual and run concurrent to the evaluation cycle. The final cycle shall conclude at the point at which the employee submits the completed approved plan to the district office as part of the license renewal process.
  - g. During the annual cycle, the plan shall be reviewed by the employee and the supervisor during the pre-evaluation conference. At this time, the employee and the supervisor will sign off on activities completed in the prior cycle, review any changes to the plan and plan the upcoming cycle's activities.
- 3. The number of CPD units of credit taken per year, to meet district CPD Program requirements will be determined by the district.
  - 4. The district will attempt to offer as many professional growth activities as recognized needs warrant and resources permit.
  - 5. 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. Each employee's plan shall include a minimum of 40 percent of PDUs related directly to the individual's professional goals as required by the district evaluation program.
  - 6. 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.
  - 7. 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.

8. 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 individual's supervisor.
9. The superintendent or his/her designee shall verify completion of the required plan(s) and PDUs for license renewal at the time the employee requests district verification of educational experience on the TSPC-provided Professional Educational Experience Report (PEER) form.
10. As a service to the employee, the Professional Development Plan may be kept in the supervisor's working file until complete. However, the employee remains solely responsible for retention, completion and submission of the plan to the district office. Therefore, the employee may choose to retain the plan form. In this case, an updated copy shall be retained by the supervisor during the life of the plan.
11. Following plan completion and submission to the district office, the completed form will be retained in the district personnel file until the license has lapsed.

## Professional Development Plan

Plan Form and PDU Record

---

EDUCATOR NAME

---

Social Security Number

Current License(s): \_\_\_\_\_

and Endorsement(s): \_\_\_\_\_

Seeking: \_\_\_\_\_ Basic License: \_\_\_\_\_ Standard or Continuing License Renewal

Date Initiated: \_\_\_\_\_ Date of License Expiration: \_\_\_\_\_

Neah-Kah-Nie School District No. 56  
504 N. Third Avenue  
Rockaway Beach, OR 97136

Educator: \_\_\_\_\_

Social Security #: \_\_\_\_\_

1. Guidelines

**Standards for Professional Development Plans**

Each CPD plan shall have as a primary purpose improved student learning by improving professional skills of educators. Each plan shall be designed to assist the educator 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.

**Domains for Professional Development Plans**

- |                                 |  |
|---------------------------------|--|
| a. Subject Matter or Speciality | 4. Understanding Diversity                 |
| c. Assessment Strategies        | 5. State and National Education Priorities |
| d. Methods and Curriculum       | 6. Use of Technology in Education          |

**PDU Values**

- |                          |   |         |
|--------------------------|---|---------|
| One clock hour           | = | 1 PDU   |
| One quarter hour credit  | = | 20 PDUs |
| One semester hour credit | = | 30 PDUs |

**Minimum PDUs**

- |  |   |
|--|---|
| 75 for Basic License                   | (Phased in at 25 in 2002 and 50 in 2003)                          |
| 125 for Standard or Continuing License | (Phased in at 25 in 2002, 50 in 2003, 75 in 2004 and 100 in 2005) |

2. Overall Plan Components

Goals/Objectives of the plan: \_\_\_\_\_

---



---

Proposed activities and experiences to meet your goals: \_\_\_\_\_

---



---

Educator: \_\_\_\_\_

Social Security #: \_\_\_\_\_

How will the plan help you to enhance student learning? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What resources will you use to complete your plan? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Supervisor/Advisor Signature      Date                      Educator Signature                      Date

3. Revisions to Professional Development Plan

<p>How are you revising your plan? _____            _____            _____            _____</p> <p>_____            Date                      Educator</p> <p>_____            Date                      Supervisor/Advisor</p>	<p>How are you revising your plan? _____            _____            _____            _____</p> <p>_____            Date                      Educator</p> <p>_____            Date                      Supervisor/Advisor</p>
<p>How are you revising your plan? _____            _____            _____            _____</p> <p>_____            Date                      Educator</p> <p>_____            Date                      Supervisor/Advisor</p>	<p>How are you revising your plan? _____            _____            _____            _____</p> <p>_____            Date                      Educator</p> <p>_____            Date                      Supervisor/Advisor</p>

Educator: \_\_\_\_\_ Social Security #: \_\_\_\_\_

4. PDU Record

Note: Attach evidence of any completed PDUs since last license renewal if prior to this plan.

1. **Initial Cycle** From: \_\_\_\_\_ to \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Position: \_\_\_\_\_

Activity	Domain	No. of PDUs	
		Goal Related (Min. 40%)	Other

TOTAL CYCLE PDU \_\_\_\_\_

The above activities have been completed:

Educator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_