

Staff Development - Licensed

The superintendent shall ensure the district's qualified Continuing Professional Development (CPD) program meets the requirements of OAR 584-090-0001 and -0020. 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.

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 principal or supervisor at each school site shall review and approve the employee's proposed plan.
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 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.
- 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 must meet licensure renewal requirements and 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.
 - 8. Acceptable CPD activities for meeting CPD requirements shall be those reviewed and approved by the employee's supervisor and for which evidence is submitted to verify completion.
 - 9. A copy of the completed CPD forms shall be kept on file.
 - 10. 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.