

Staff Development - Licensed

All licensed teachers and administrators contracted by the district, excluding substitutes, will follow the procedures provided below for meeting continuing professional development (CPD) requirements.

The district's professional development program will be governed by Board policy, school improvement plans and the master agreement.

1. The district and each school site shall systematically identify instructional needs of students and relate those needs to the practices and CPD activities of the licensed staff.
2. Licensed employees shall maintain an active individual CPD plan. All licensed employees shall participate in the district's CPD program. Modifications to the employee's plan may be made at any time, after consultation with his/her supervisor, as provided by OAR 584-090-0010 through -0040.
 - 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 CPO 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.

3. The employee's plan shall be proposed and completed annually according to the following dates:
 - a. Teachers/Counselors/Specialists
 - (1) Plan developed in September.
 - (2) Plan reviewed, approved by supervisor and revised as needed.
 - (3) Plan completed, reviewed and submitted to the district office for final approval by the superintendent or his/her designee between May and September.
 - (4) New plan developed at time of finalization of the previous plan under 3. above.

 - b. Building administrators and central office administrators
 - (1) Plan developed in August.
 - (2) Plan reviewed, approved by superintendent and revised as needed.
 - (3) Plan completed, reviewed and submitted to the district office in August.
 - (4) New plan developed at time of finalization of previous plan under 3. above.

 - c. Superintendent
 - (1) Plan developed in March.
 - (2) Plan reviewed, approved and revised as needed.
 - (3) Plan completed, reviewed and submitted to Board in March.
 - (4) New plan developed at time of finalization of the previous plan under 3. above.

4. Each plan should propose to earn approximately 25 CPO units annually. Additional units of credit, however, may be earned when circumstances warrant. CPO should directly relate to the immediate needs of the district, school site and individual. This may best be accomplished on an annual basis.

5. When an employee's CPO plan is not completed, the unfinished portion may be included in the next year's plan and more than 25 units of credit may be earned.

6. Plans may be developed that totally utilize district professional growth activities and some outside district activities, or are totally completed in nondistrict-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. The employee 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 shall be those reviewed and approved by the employee's supervisor and for which evidence is submitted to verify completion and which obtain final approval by the superintendent or his/her designee.
9. Completed CPD forms shall be filed annually in the employee's personnel file in accordance with the timelines established in this regulation. The superintendent or his/her designee shall, if applicable, verify completion of the required plan(s) and units for renewal at the time the employee requests district verification of educational experience on the TSPC-provided Professional Educational Experience Report (PEER) form.