

Staff Development - Licensed

All district staff contracted by the district in positions requiring Teacher Standards and Practices Commission (TSPC) licensure, excluding substitutes, will follow the procedures provided below for meeting continuing professional development requirements.

Board policy GCL - Staff Development – Licensed, this administrative regulation and related district issued materials are recognized as the district’s Continuing Professional Development (CPD) Program.

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.

Licensed employees shall maintain an active individual CPD plan. All licensed employees shall participate in the district’s program and use the district-approved forms. Modifications to the employee’s plan may be made at any time, after consultation with his/her supervisor.

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.

Each plan shall identify CPD activities and experiences that address one or more of the following standards for professional learning:

1. Learning Communities

Professional learning that increases educator effectiveness and results for all students; and occurs within learning communities committed to continuous improvement, collective responsibility and goal alignment.

2. Leadership

Professional learning that increases educator effectiveness and results for all students; requires skillful leaders who develop capacity; advocate; and create support systems for professional learning.

3. Resources

Professional learning that increases educator effectiveness and results for all students; requires prioritizing, monitoring and coordinating resources for educator learning.

4. Data

Professional learning that increases educator effectiveness and results for all students; uses a variety of sources and types of student, educator and system data to plan, assess and evaluate professional learning.

5. Learning Design

Professional learning that increases educator effectiveness and results for all students; integrates theories, research and models of human learning to achieve its intended outcomes.

6. Implementation

Professional learning that increases educator effectiveness and results for all students; applies research on change and sustains support for implementation of professional learning for long term change.

7. Outcomes

Professional learning that increases educator effectiveness and results for all students; aligns its outcomes with educator performance and student curriculum standards.

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. Resources that will be used to complete the plan;
4. List of completed activities, related domain and number of professional development units of credit earned;
5. Employee's reflection on the completed plan and its relationship to student learning and modifications of the employee's performance;
6. Signature of supervisor indicating review and approval of the proposed plan and verification of plan completion.

The employee's annual plan shall be proposed and initiated at the beginning of each contract year. 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.

During the annual cycle, the employee and the supervisor during the pre-evaluation conference shall review the plan. 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.

Each plan should propose to earn approximately 25 CPD units of credit annually. Additional units of credit, however, may be earned when circumstances warrant. CPD should directly relate to the immediate needs of the district, school site and individual.

If appropriate to the current plan, up to 25 excess CPDUs may be counted toward completion of the current plan.

The district will attempt to offer as many professional growth activities as recognized needs warrant and resources permit. The district recognizes, however, that there will be classes or workshops for which units of credit will be earned by individuals outside the district and at no cost to the district.

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.

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.

Acceptable CPD activities shall be those reviewed and approved by the employee's supervisor and for which evidence is submitted to verify completion.

The superintendent or his/her designee shall verify completion of the required plan(s) and CPDUs for renewal at the time the employee requests district verification of educational experience on the TSPC provided Professional Educational Experience Report (PEER) form.

As a service to the employee, the Continuing 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, the supervisor shall retain an updated copy during the life of the plan.

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.