

## Staff Development - Licensed

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

Board policy GCL, Staff Development - Licensed, this regulation and related district-issued handbooks and materials are recognized as the district's Continuing Professional Development Program.

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 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.
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-October;
    - (2) Plan reviewed, approved and revised as needed;
    - (3) Plan updated, activities documented prior to March 1;
    - (4) Plan completed, reviewed and submitted to the district office in September-October;
    - (5) New plan developed at time of finalization of the previous plan under 4. above.
  - b. Building Administrators
    - (1) Plan developed in August;
    - (2) Plan reviewed, approved and revised as needed;
    - (3) Plan updated, activities documented prior to March 1;
    - (4) Plan completed, reviewed and submitted to the district office in August;
    - (5) New plan developed at time of finalization of previous plan under 4. above.
  - c. Central Office Administrators, Including Superintendent
    - (1) Plan developed in March;
    - (2) Plan reviewed, approved and revised as needed;
    - (3) Plan updated, activities documented prior to January;
    - (4) Plan completed, reviewed and submitted to Board in March;
    - (5) New plan developed at time of finalization of the previous plan under 4. above.
4. 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. This may best be accomplished on an annual basis.
5. When an employee's CPD 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. The district will attempt to offer as many professional growth activities as recognized needs warrant and resources permit. To this end, all 25 units of credit may be earned through district and building activities. The district recognizes, however, that there will be times and individuals for which units of credit may be earned outside the district and at no cost to the district.
7. 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.
8. Supervisors may delegate their responsibility for an individual employee's plan to an advisor as provided by OAR 584-005-0005 (29).
9. 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.
  - a. The district may assist such efforts in the following ways:
  - b. Provide a copy of the Board's CPD policy, regulation, CPD handbook and/or other related materials which meet TSPC requirements;
  - c. Provide an annual process for completing a portion of the license renewal requirements, approximately 25 CPD units of credit;
  - d. Upon the employee's request, provide a site system for record keeping in which the supervisor retains the plan and, where practical, may post certain activities;
  - e. Incorporate plan development and completion into an annual goal-setting cycle;
  - f. When possible, conduct applicable group meetings/conferences to assist in meeting the requirements.
10. Acceptable CPD activities shall be those reviewed and approved by the employee's supervisor and for which evidence is submitted to verify completion.
11. 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 (PEER) form.