

Professional Development Guidelines, 2011-2012

Requirements

- ❑ 30 Professional Development credits are required annually of all staff at paygrade 800 and above per Professional Development Policy DMA (Local)
- ❑ The 2011-2012 Professional Development Calendar Year is from June 8, 2011 to June 2, 2012.
- ❑ Required district professional development credits are included in the district's designated Professional Development Days with attendance required on all days.
 1. Aug. 15 Campus Professional Development
 2. Aug. 16 Convocation and Campus Professional Development
 3. Aug. 17 Curriculum Professional Development
 4. Aug. 18 Curriculum Professional Development
 5. Aug. 19 Teacher Planning Day
 6. Feb. 20 Curriculum Professional Development
- ❑ In-Service absence from duty: Standard absence from duty reporting procedures apply. (Select no substitute required.) Clock hours are not made up on an hour-per-hour basis after reporting an absence from duty. However, at the discretion of the employee's administrator, additional learning tasks may be required so that the employee remains current in his/her training and job requirements. These learning tasks may occur during the school day. Tasks completed outside of the school day occur without additional compensation. Campus administrators may work with district personnel to provide this training.
- ❑ For purposes of the 30 hour Professional Development Policy, early release days are not considered designated professional development days.

Documentation for District Appraisal Process and SBEC Teaching Certificate Renewal

- ❑ Staff members are responsible for maintaining their own documentation of all professional development as required by the district and by State Board of Educator Certification (SBEC) for certificate renewal. (For certificates issued after September 1, 1999; see <http://www.sbec.state.tx.us>)
- ❑ Documentation for PDAS appraisal and/or SBEC may include:
 - ✓ Certificates provided by administrator, coordinator, presenter, or electronic source for district in-service, summer institutes, after hours elective courses, pull-out sessions during the school year, and campus professional development,
 - ✓ Certificates or verification of attendance provided by out-of-district workshops (require pre-approval by principal) through certificate, letter, or other form of verification, (Out-of-district training does not replace required attendance at the designated professional development days listed above.)
 - ✓ Transcripts or grade reports for college courses in area of certification / district masters program(s)
 - ✓ Other documents as accepted by supervisor or SBEC (see <http://www.sbec.state.tx.us>).