

# Professional Development Guidelines, 2014-2015

## Requirements

- ❑ Thirty (30) professional development clock hours are required annually of all staff at paygrade 800 and above per Professional Development Policy DMA (Local).
- ❑ The 2014-2015 Professional Development Calendar Year is from June 11, 2014 to June 8, 2015.
- ❑ The district designates the following dates for professional development.
  1. Aug. 18            Campus In-Service
  2. Aug. 19            Campus In-Service
  3. Aug. 20            Curriculum Professional Learning
  4. Aug. 21            Curriculum Professional Learning
  5. Aug. 22            Teacher Planning Day
  6. Feb. 16            Professional Learning Day
- ❑ Absence reporting on designated PD days: **Absence from duty reporting procedures apply to all designated professional development days; select 'no substitute required.'** In all circumstances, information missed must be obtained from the principal or coordinator.
  1. Employees on FML, Temporary Disability, adoption leave, or jury duty, are not required to make up the day(s) missed for designated professional development.
  2. When designated curriculum professional development days are missed for reasons other than FML, Temporary Disability, adoption leave, or jury duty, campus administrators should work with the respective curriculum personnel to determine and provide necessary information and/or experiences.
  3. DEC (Local) outlines personal leave on professional development days for extenuating circumstances if approved by the principal.

## Documentation for District Appraisal Process and TEA 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 (TEA) for certificate renewal. (See <http://www.tea.state.tx.us>)
- ❑ Documentation for PDAS appraisal and/or TEA 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 / master's program(s)
  - ✓ Other documents as accepted by supervisor or TEA. (See <http://www.tea.state.tx.us> )