

# Abilene USD 435

---

## Five-Year Professional Development Plan (2008-2013) Guidelines and Procedures Manual

The vision of USD 435 Professional Development Council is to take a leadership role in providing and managing learning opportunities for all staff members that result in improved student learning. These opportunities will be determined through research of each school's result-based staff development plans, North Central school improvement goals, staff surveys, needs assessments, and the latest research on best teaching and learning practices.

The purpose of this document is to:

- 1) Clarify roles and responsibilities of the various entities involved.
- 2) Provide information about the processes and procedures for developing your IDP and working within the system.
- 3) Provide forms and samples to support the Professional Development Process.

### Professional Development Council(PDC)

#### *Membership of Council*

The PDC membership consists of eight voting members: PDC chair, two principals(one from K-5, one from 6-12), and five teachers(one teacher representative for each school). The PDC chair serves as a permanent member. Other members serve a 2 year alternating rotation schedule with the option of renewing terms.

Even Years: McKinley, Garfield, AHS teachers, and 6-12 Principal.

Odd years: Kennedy, AMS teacher, and K-5 Principal.

### Table of Contents

Roles and Responsibilities	Page 2
Professional Development Plan Process	Page 3
Earning Inservice Points	Page 4
Applying for Application and Impact points using College Credit	Page 5
Applying the Dipping Rule	Page 5
Using Inservice points for Salary Movement	Page 5
Using Inservice points for recertification	Page 5
Appendix including forms	Page 6

## **Roles and Responsibilities**

### *Board of Education*

- 1) Approve the 5-year PDC Plan
- 2) Annually approves Professional Development Plans

### *Professional Development Council*

- 1) Develop the structure and operating procedures by which the certified staff members may participate in a comprehensive staff development program.
- 2) Assess the school district's improvement needs.
- 3) Advise the Administrative Team in providing a staff development plan that meets the needs of the district.
- 4) Implement and monitor the established IDP process, which impacts the renewal of Kansas certification and also advancement on districts teacher salary schedule.

### *District Leadership Team (Principals)*

- 1) Assist teachers in identifying needs and goals in conjunction with the yearly evaluation process.
- 2) Review and approve special projects.
- 3) Oversee building's staff development budget.
- 4) Validate completed activities, award implementation points, and award impact points.
- 5) Suggest staff development activities for teachers within their respective buildings.

### *Teachers*

- 1) Complete any needs assessments for determining staff development opportunities
- 2) Conference with the principal annually on developing individual Professional Development Plans including personal goals.
- 3) Create a Professional Development Plan.
- 4) Complete Validation forms for Knowledge, Implementation, and Impact points.
- 5) Collect evidence for Implementation and Impact points.
- 6) Update Professional Development Plan as needed.

## **Professional Development Plan Process**

***Step 1: Identify your goals in the Spring during your exit visit with your principal or, if new, during the Fall of the new year:***

*Individual goals:* Can be obtained from teaching standards for your building in collaboration with your principal. A goal might state: *to gain skills to effectively manage student behavior* or *to gain skills to effectively use a particular district strategy to improve student learning.*

*Building Level goals:* Can be obtained from your school improvement plan. If your building has a goal to improve reading comprehension and this applies to your content area, a goal might state: *to improve my ability to effectively teach reading.*

*District goals:* Taken from the district goals. A goal might state: *to improve use in instructional technologies.*

WRITING YOUR GOALS: Goals are broad statements that describe skills, knowledge or behaviors you would like to gain, enhance, or improve.

*Well Stated Goals*

- ~To enhance my leadership skills
- ~To improve my classroom management skills
- ~To expand my content knowledge in science
- ~To stay current with issues related to mathematics education
- ~To enhance my ability to engage students in learning

*Poorly Stated Goals*

- ~To be a part of a study group
- ~To participate in cooperative learning training
- ~To pursue professional growth by going to workshops
- ~To go to workshops to get points for salary movement

***Step 2: Identify Activities for Professional Growth: Before Participating in one of the activities listed below, please request prior approval through MyLearningPlan, online tool. After participating in one of the activities below, please visit MyLearningPlan and validate the new learning. Then please mark complete so the activity can be sent through to the PDC Council. Points will be awarded on the first Wednesday of every month.***

- Districtwide or school based improvement activities (1 hour = 1 point) Sign up sheets will be provided at these activities for your convenience.
  - Independent Study (1 hour = 1 point) Prior MyLearningPlan Approval needed. Limit 10 points per school year. Validation and Mark Complete needed.
  - Study Groups (1 hour = 1 point) Prior MyLearningPlan Approval needed. Validation and Mark Complete on MLP needed.
  - Peer Observations (1 hour = 1 point) Prior MyLearningPlan Approval needed. Validation and Mark Complete on MLP needed.
  - Out of district activities including conferences, workshops, seminars, conventions. (1 hour = 1 point) Prior MyLearningPlan Approval needed. Validation form needed within **60 days** of the attended activity. Please Mark Complete when finished.
  - College Courses or Advanced Degrees (one college hour = 20 IDP points) Prior MyLearningPlan Approval needed. Validation and Mark Complete on MLP needed. When applying for recertification or salary advancement, college transcripts will be needed to validate points awarded.
  - Other. Please describe and obtain Central Office Prior Approval. Validation form is needed as well as proof of activity.
- ***Step 3: My Learning Plan will be available to you for verification that your activity was approved. If the Committee has questions they will send back the form requesting more information.***

## Earning Inservice Points

The State of Kansas requires that districts base the awarding of inservice points on results. It is expected that new knowledge/skills will be applied in the classroom and a positive impact on student learning will result. This process will more than likely occur over the course of a number of years.

Based on this model, inservice points can be earned by participating in activities or completing projects at any of the following four levels:

*Level 1:* Knowledge Activities or activities that help you gain new knowledge (1 hour = 1 IDP point)  
Please submit within **60 days** of the end of the activity.

*Level 2:* Application of Activities or projects that demonstrate that you have applied the new skill, technique, or knowledge. (2 x knowledge points) Maximum of 40 point can be awarded at one time

*Level 3:* Impact or projects that demonstrate that the new skills, techniques, or knowledge has had a positive impact on student learning. (3x knowledge points) Maximum of 60 points can be awarded at one time.

*Level 4:* Service to the profession or serving the profession outside of what is expected in the classroom.

Level 1 Knowledge Activity (1 hour = 1 IDP point)	Level 2 Application of Content (2x Knowledge Activity)	Level 3 Impact on Student and/or Adult Learning (3x Knowledge Activity)	Level 4 Service to the Profession
<p>Districtwide or school based improvement activities.</p> <p>Independent Study (prior MyLearningPlan Approval)</p> <p>Study Groups (prior MyLearningPlan Approval)</p> <p>Peer Observation (prior MyLearningPlan Approval)</p> <p>Out of District Activities including workshops and conferences (prior MyLearningPlan Approval)</p> <p>College hours (1 college hour = 20 IDP points) (prior MyLearningPlan Approval)</p> <p>Other (prior MyLearningPlan Approval)</p>	<p>In order to earn “Application” points, evidence must be approved by the Building Level Administrator, then the PDC council. Evidence should include:</p> <p>1) samples or artifacts 2) written reflections</p> <p>(prior MyLearningPlan Approval)</p> <p><b>Please submit by clicking on the Application link on the approved activity.</b></p>	<p>In order to earn “Impact” points, multiple pieces of evidence must be submitted to the Professional Development Council.</p> <p>Evidence should include:</p> <p>1) <i>Qualitative</i> i.e concept maps, student journals of new knowledge, written reflections.</p> <p>or</p> <p>2) <i>Quantitative Assessment data</i> i.e. local, state, norm referenced data.</p> <p>Other evidence as approved by the PDC.</p> <p>(prior MyLearningPlan Approval)</p> <p><b>Please submit by clicking on Impact link on the approved Application of Knowledge.</b></p>	<p>Presentations at conferences/ to staff (1 hour presentation = 4 IDP points)</p> <p>Consultation services to outside educators (1 hour = 1 IDP point)</p> <p>Article published in educational publications (attach article) (1 article = 10 points)</p> <p>Leadership position in a state or national curriculum or educational organization (1 hour = 1 IDP point)</p> <p>Mentoring new staff members (prior MyLearningPlan Approval) (1 hour = 1 point)</p> <p>Overseeing a student teacher if there is no payment (15 hours limit)</p>

## Applying for Application and Impact points using College Credit

REMEMBER: College courses cover more than one topic so when applying for application and knowledge points please estimate the % of the college course that dealt with the new knowledge activity. Example: The most recent one hour credit computer course that was offered in Abilene included the following topics: 1) using spreadsheet, 2) using the database, 3) using the assistants and libraries, 4) using the slide show, 5) making graphs. So application and impact points will be determined using one-fifth or 20% of the course IDP points. See below:

Knowledge	Application of “using spreadsheet”	Impact of “using spreadsheet”
1 hour credit = 20 IDP points	One-fifth of the Knowledge = 4 IDP x 2 or 8 points	One-fifth of Knowledge = 4 IDP x 3 or 12 points.

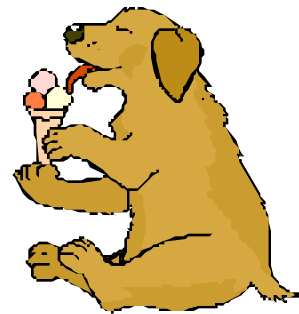
## Applying the Dipping Rule

Sometimes it is difficult to determine what can count for points under “Service to the Profession”. Everyone in the district serves on Subject Area Committees and Building Leadership Teams at some time. Some committees, both inside and outside the district, are paid stipends for their work; some are not. To create a fair system for rewarding points, the dipping rule is applied.

What are the DiPS?

- 1) Salary - Did it occur on Salaried Time?
- 2) Extra pay - Did/will I receive a stipend or supplementary pay?
- 3) Points- Can I receive points?

You can answer “yes” to any two, but not three.



## Using Inservice Points for Salary Movement

- May 1 - Please file an intent to move on salary schedule with Central Office Payroll office by May 1 of the year previous to the contractual year in which the change is to take place.  
- See attached form
- Sept 15 - A transcript of semester hours, supporting change of classification, must be in the Superintendent’s Office by September 15 of the contractual year in which the change is to take place.

## Using Inservice Points for Recertification

Another benefit of accumulating inservice points is for recertification. Since recertification is controlled by KSDE, you must follow their guidelines. With the exception of the district providing an inservice transcript, all paperwork for recertification is YOUR RESPONSIBILITY. To obtain a copy of your inservice transcript please contact the Central Office. For more information on recertification go to <http://www.ksde.org>.