

Wilson County In-Service / Professional Development 2009-10

Professional development is the process of improving staff skills and competencies needed to produce outstanding educational results for students and to improve teachers' and principals' effectiveness in raising student achievement .

Professional development should be data driven based on students' academic needs and further defined by what educators need to know and be able to do for improved student performance and student success.

It is the means by which educators acquire or enhance the knowledge, skills, attitudes, and beliefs necessary to create high levels of learning for all students.

- ▶ Teachers must have 5 Professional Development days per year
- ▶ July 28, 2009 is REQUIRED ATTENDANCE
- ▶ Teachers get the remaining 4 days throughout the 2009-10 school year between June 1, 2009 and April 20, 2010.
- ▶ October 5th and 6th, 2009 are designated on the school calendar as "*Optional In-Service Days*". This means that professional development sessions will be scheduled for these days for those needing or wanting to attend.
- ▶ Throughout the year, professional development opportunities are listed on the PD / Avatar website for registration. These sessions reflect the assessed needs of the professional staff.
- ▶ Sessions not listed to (either attend or facilitate) must obtain prior approval from the teacher's appropriate Instructional Supervisor before attending or facilitating a session.
- ▶ Not obtaining prior approval could result in credit not granted.
- ▶ One day is equal to 6 hours. (sessions over 6 hrs. still count as 6 hours or one day)
- ▶ All activities must be in increments of not less than 2 hours
- ▶ You must register on Avatar and the session's "target group" must be appropriate for you current teaching assignment.
- ▶ It is required to sign in at all sessions.
- ▶ For sessions held off-site, participants must register as indicated by the host of the session and supply evidence of attendance in the form of a certificate of completion.
- ▶ Professional development is not granted for activities, which are scheduled during the regular school day or at any time participants are being paid.
- ▶ All professional development activities are to be done outside of the school/work day.
- ▶ Teachers doing formal professional development presentations or facilitating professional development activities will be awarded double credit *one time only*. This is for preparation time involved. ALL sessions must be pre-approved by the appropriate supervisor. Proposals must be submitted on the Proposal for Professional Development form.
- ▶ Facilitators/presenters must send sign-in sheets to Beverly Mull.
- ▶ All attendees must complete on-line evaluation form for final credit hours.

Approvable Activities for In-service

All professional development must either be on Avatar or preapproved by the appropriate Instructional Supervisor.

- ▶ In-service activities designed to develop the competencies of educators.
- ▶ Instructional assessment and improvement studies.
- ▶ Workshops and/or other activities based on the assessed needs of a school or school system.
- ▶ Development and coordination of system and school-wide curriculum.
- ▶ Curriculum revision, evaluation, mapping, and / or pacing.
- ▶ Conducting staff development programs/activities that are consistent with needs identified at the building and/or system level.
- ▶ Studies of: teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.

- ▶ Workshops, seminars, institutes, state sponsored activities, teacher-center activities, professional organization sponsored activities, and college or university sponsored activities which are related to a teacher's assignment or to a school's or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
- ▶ Specific training for instructional assignments.
- ▶ Service as a free consultant to other schools and LEAs, excluding travel time.
- ▶ Book Studies

Non-approvable Activities for In-service

- ▶ Parent-teacher conferences.
- ▶ Teachers working in their rooms.
- ▶ Putting grades on permanent record forms.
- ▶ Business meetings for a professional association.
- ▶ Coaching clinics / cheerleading clinics.
- ▶ College courses for credit.
- ▶ PD sessions not related to your current teaching assignment or meeting a specific need as identified by school administrator.
- ▶ Work that is part of your job (lesson plans, catching up on paperwork, grading papers, rearranging or cleaning your classroom or office, inputting grades)

These are not meant to be comprehensive lists. Only those activities which are most frequently asked about are addressed. For additional information, go to <http://tennessee.gov>