

## Wilson County In-Service / Professional Development / Staff Development

Professional development is the process of improving staff skills and competencies needed to produce outstanding educational results for students. 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 to ensure student success.

- ▶ Teachers must have 5 In-Service days per year
- ▶ August 6, 2008 is **REQUIRED ATTENDANCE**
- ▶ Teachers get the remaining 4 days on their own throughout the 2008-09 school year between **June 1, 2008** and **April 20, 2009**.
- ▶ **October 7, 2008** and **March 17, 2009** are designated as "**Optional In-Service Days**" for those needing or wanting to attend
- ▶ Throughout the year, professional development opportunities are listed on the PD website for registration. These sessions reflect the assessed needs of the professional staff
- ▶ Sessions not listed (either to attend or facilitate) must obtain prior approval from the teacher's appropriate Instructional Supervisor before attending. No 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**
- ▶ 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.
- ▶ 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

- ▶ 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.
- ▶ 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.

### 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.

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>

