

What is Professional Development?

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 in the classroom. 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 are required to have a minimum of 5 In-Service days (30 hours) per year as per state law:

Credit for Professional Development begins each school year on the first day after the last day of school.

- 12 hours (2 days) are scheduled into the 2017 -18 calendar (July 26 and July 28).
- 6 hours (1 day) is required for the online technology training.
- 12 hours (2 days) are the outside the regular school calendar and the teacher's responsibility.
- **The deadline for completion of all required hours is April 6, 2018.**
- Failure to comply with in-service training by the district's established deadline is considered insubordination as defined in TCA 49-5-501, as it constitutes failure to comply with the rules of the school district. Consequences for not completing in-service requirements are as follows:
 - **First offense:** Verbal Reprimand, notation made on Professionalism rubric evaluation, and loss of pay based on number of delinquent hours.
 - **Second offense:** Written Reprimand, notation made on Professionalism rubric evaluation, and loss of pay based on number of delinquent hours.
 - **Third offense:** Suspension and/or charges for dismissal brought forward, notation made on Professionalism rubric evaluation, and loss of pay based on number of delinquent hours.(Name of personnel who have committed a First, Second, or Third Offense will be added to the Human Resources retention historical list for future reference. Copies of all above proceedings will be held in the personnel file at the Central Office.)

- ✓ In-service days will consist of professional development activities that relate to your current teaching assignment.
- ✓ One day is equal to 6 hours. (Sessions over 6 hours still count as 6 hours, or one day.)
- ✓ The session's target audience must be appropriate for your current teaching assignment. If you are not in the target audience, you will not receive credit unless your instructional supervisor approves your attendance prior to the event.
- ✓ Throughout the year, professional development opportunities are listed on the *MyBenefitsChannel* website for registration. These sessions reflect the assessed needs of the professional staff. Check the site regularly for opportunities. **Sessions must have at least 5 registered and attending participants in order for the PD to be held.**
- ✓ Prior approval must be obtained from the appropriate Central Office Supervisor if a PD session or offering is not listed on *MyBenefitsChannel*.
- ✓ Conference request forms must be submitted **PRIOR** for all PD outside the county/district. This includes summer sessions. **Not obtaining approval will result in no credit. Conference request forms submitted after attending the PD will not be approved and credit will not be given.** [Insert link](#)
- ✓ It is **required** to sign in at all sessions in order to receive credit. Failure to sign in will result in not receiving credit for attending.
- ✓ For sessions not hosted by Wilson County Schools, participants must follow registration procedures as indicated on *MyBenefitsChannel* and supply evidence of attendance in the form of a certificate of completion to the Instructional Supervisor. Proof of attendance is required within one week of the event in order to receive credit. This is the responsibility of the attendee.
- ✓ All professional development activities are to be done outside of the school/work day. Anyone receiving a stipend will not receive PD credit. You may receive PD credit only one time per year for the same session (if you choose to attend something twice in one year.)

- ✓ No credit is given for setting up a session, hosting a session, or facilitating a session.
- ✓ **Teachers who request instructor credit for leading a professional development session will be asked to submit a log detailing preparation time required for the session. Teachers may be awarded up to 3 hours (one time only per different session offered and only with pre-approval by a Central Office Supervisor.) In addition, all sessions will require an agenda. ALL credit is awarded upon completion of session.**
- ✓ Presenters will be provided instructions on marking attendance in My Benefits Channel; however, a paper sign-in sheet is still required and must be sent to Jessica Humbles, Elementary Instruction, Debbie Drennen, Secondary Instruction, or Melissa Dean, CTE at the Central Office within one week of the workshop.

Check your transcript regularly to ensure accuracy and to avoid penalty.

Approvable Activities for In-service

All PD must either be on *MyBenefitsChannel* or pre-approved by the appropriate 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/or 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.
- ✓ 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 submitted to the Instructional Supervisor. Keep a copy for your records.)
- ✓ Specific training for instructional assignments.
- ✓ Service as a free consultant to other schools and LEAs, excluding travel time.
- ✓ Pre-Approved Book Studies.
- ✓ Pre-Approved On-Line Modules or Webinars

Non-approvable Activities for In-service

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

Failure to Earn Required In-Service

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***Central Office Supervisors:**

Bill Moss - Middle & High School (6-12) CTE, ROTC, STEM

Kim Clemmons – Instructional Technology, Textbooks

Penny Tittle – High School (9-12), Including School Counselors

Angela Rohen - Middle School (6-8)

Yvonne Smith – Elementary (K-5)

Jennifer Cothron –Testing / Data

Stan Moss – School Counselors (K- 8)

Dawn Bradley - Special Education

Julie Harrison –ESL

Anne Barger – PreK

Chuck Whitlock – PE (K-12)