

Wilson County Professional Development Guidelines for 2021-2022

General Information

- General Requirements for Teacher: All teachers are required to have a minimum of 5 In-Service days (30 hours) annually as per state law and the teacher's 200 day contract.
- The approved school calendar for the 2021-2022 school year accounts for one day (6 hours) of the required professional development hours. This day is Tuesday, August 3, 2021.
- **The remaining four days (24 hours) of In-Service hours are outside the regular school calendar and are the teacher's responsibility.** In addition, principals may determine what professional development activities a teacher should attend. The district is offering a Teacher Professional Development Week, the week of July 26, 2021.
- Teachers may **begin** earning PD hours on **June 6, 2021**.
- The **deadline** for completion of all required hours is **Friday, April 1, 2022**.
- Teachers hired after Fall Break are not required to accrue 30 hours of professional development. Teachers hired after Fall Break should contact the Human Resources Department regarding the number of hours they will need to earn by April 1, 2022.

Required Professional Development

Educators in the groups below will be required to complete the following Professional Development sessions:

- All Educators: Digital Learning Essentials (1 hour)
- Voluntary PreK: Sounds First Foundational Skills and C4L Training (2 hours)
- K-12 Exceptional Education (Summer Conference Day for 6 hour, or 6 hours of PD provided/approved by the ExEd Department)
- K-8 PE Teachers (new to district): PE Portfolio Training (1 day, 6 hours)
- K-1 Teachers (new to district): Portfolio Implementation Training (2 hours)
- K-5 ELA Teachers: EL Curriculum Training (1 day, 6 hours)
- 6-8 Math: Maneuvering the Middle (2 hours)
- Ready Math Textbook Training (3 hours)
- 8th Grade Algebra: All Things Algebra (2 hours)
- 6-12 ELA Teachers: Content Warnings and Literature (2 hours)
- Savvas Training (1 day, 6 hours)
- 9-12 CTE Teachers: Perkins Data Review and Strategic Plan (1 hour)
Reaching Nontraditional Students and Other Subgroups (1 hour)
Required Annual SSQI Portfolio Training (1 hour)
Required Annual Reporting CTE Updates (1 hour)
- State Dual Credit Teachers: The College System of Tennessee Virtual Training for any State Dual Credit Class being taught (2-4 hours, per class)
- 9-12 Criminal Justice Teachers: Vol State Criminal Justice Challenge Exam (1 hour)
- 9-12 Agriculture Education Teachers: MTSU Dual Enrollment Challenge Exam Training (1 hour)
- High School Coding Teachers: TECHSMART Course Set up (1 hour)
- Middle School Coding Teachers: TECHSMART Course Set up (1 hour)

- ESL Teachers: ESL Team (1 day, 6 hours) and WIDA ELD Standards Framework: A Collaborative Approach elearning workshop plus followup activities (1 day, 6 hours)
- Title I Funded Staff (coaches and interventionists): Title I Requirements/Compliance & Parent Engagement (3 hours)
- Interventionists: RTI Framework (1 day, 6 hours)
Overview of Dyslexia (1 day, 6 hours)
- School Counselors (Less than 2 years in district): S-Team and Section 504 Training (2 hours)

Teacher PD Conference *Focus 2021: Reskilling and Retooling for Student Success!*
July 26-30, 2021 Course Catalog regarding session information can be accessed here:
<https://sites.google.com/wilsonk12tn.us/pdsummer2021>

Kids Club may be available for your K-5 age child on days you attend Professional Development. Contact the Kids Club Director at your child's school in advance to ensure that there is space available due to ratios. The charge would be \$20 per child per day. There is an additional charge of \$5 on Kids Club field trip days to cover additional costs.

In-person PD sessions offered through the summer of 2021 will be limited to 75% seating capacity so that participants can socially distance for ongoing safety.

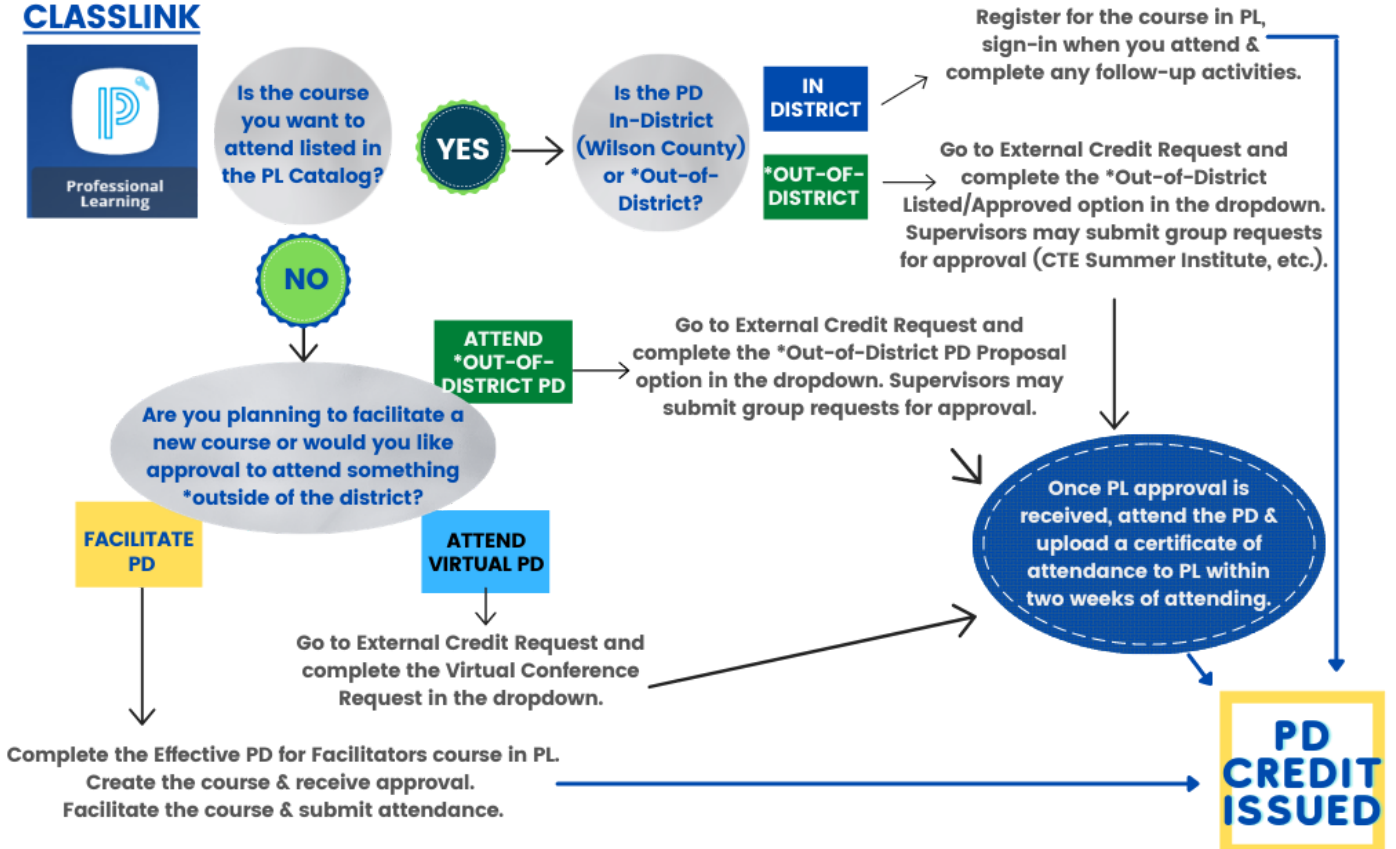


PD Flowchart

THE PROCESS FOR EARNING
 PROFESSIONAL DEVELOPMENT CREDITS

***Out-of-District (not in Wilson County) requests must be approved by the Board of Education. Requests should be submitted at least 2 months in advance of the PD date(s). Refer to Board Policy 2.804.**

START HERE:
CLASSLINK



Receiving Credit for Professional Development Sessions

- If the session is in-person, it is **required** to sign in at **all** sessions in order to receive credit. Sign in instructions will be provided by the instructor. Failure to sign in will result in not receiving credit. **This includes the scheduled day on August 3.**
- If the session is virtual, it is **required** to complete **all course requirements** (pre-work, live sessions, post-course work, etc.). Failure to complete all requirements within a course will result in not receiving credit for the course.
- One day is equal to 6 hours. (Sessions longer than 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 it is approved by your Central Office Supervisor **prior** to the event.
- All professional development activities are to be completed 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 a repeat of a session).
- For some sessions, attendees will be required to complete a survey or follow-up activity in order to receive credit.
- Presenters will receive additional credit, if approved by their supervisor. Presenter credit hours should not exceed the length of the professional development session, unless approved by the supervisor. Credits will be issued upon roster receipt.

It is your responsibility to check your transcript regularly to ensure accuracy and to avoid penalty.

Approvable Activities for In-service

All PD must be on the Professional Development Learning Platform

- 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.
- District level curriculum revision, evaluation, mapping, and/or pacing.
- Conducting staff development programs 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 into the External Credit Request via the Professional Development Platform. Also, keep a copy for your records.)

- Specific training for instructional assignments.
- Service as a free consultant to other schools and LEAs, excluding travel time.
- Book studies must have 5 participants to receive credit. These must be led by an administrator, coordinator, instructional coach, or supervisor.
- Pre-Approved Online Modules or Webinars
- Coaching clinics (only if approved via Chuck Whitlock – maximum 8 hours)

Non-approvable Activities for In-service

- Educators working in their rooms.
- Planning for the school year.
- Putting grades on permanent record forms.
- Business meetings for a professional association.
- College courses for credit / recertification.
- 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

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 can include but are not limited to reprimands, loss of pay, suspension, and/or recommendation for termination to the Director of Schools. Names of personnel who have failed to comply will be added to the Human Resources historical list for future reference. Copies of all proceedings will be held in the personnel file at the Central Office.

***Central Office PD Approvers**

Bryan Adams - Elementary School (K-5)

Angela Barnes - Special Education

Anne Barger – PreK and SEL

Tracey Burge - Middle School (6-8)

Kate Burgun - High School (9-12)

Kim Clemmons – Instructional Technology, Textbooks

Jennifer Cothron –Testing / Data

Amy Gullion – Title I Schools (Poverty, Family Engagement)

Julie Harrison – ESL

Jake Hammond - CTE, ROTC, STEM Middle & High Schools (6-12)

Christina Martin - RTI (K-12)

Sheila Raymond - School Counselors (K-12)

Chuck Whitlock – PE / Wellness / Athletics / School Health (K-12)