

ALEXANDER CITY SCHOOL SYSTEM



PROFESSIONAL DEVELOPMENT GUIDELINES

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What is “High-Quality Professional Development”?

Proposed Amendments to Section 9101 (34) of the Elementary and Secondary Education Act as reauthorized by the No Child Left Behind Act of 2001.

(34) Professional Development—The term “professional development” means a comprehensive sustained and intensive approach to improving teachers’ and principals’ effectiveness in raising student achievement—

(A) Professional development fosters collective responsibility for improved student performance and must be comprised of professional learning that:

(1) is aligned with rigorous state student academic achievement standards as well as related local educational agency and school improvement goals;

(2) is conducted among educators at the school and facilitated by well-prepared school principals and/or school-based professional development coaches, mentors, master teachers, or other teacher leaders;

(3) primarily occurs several times per week among established teams of teachers, principals, and other instructional staff members where the teams of educators engage in a continuous cycle of improvement that —

(i) Evaluates student, teacher, and school learning needs through a thorough review of data on teacher and student performance;

(ii) defines a clear set of educator learning goals based on the rigorous analysis of the data;

(iii) achieves the educator learning goals identified in subsection (A)(3)(ii) by implementing coherent, sustained, and evidenced-based learning strategies, such as lesson study and the development of formative assessments, that improve instructional effectiveness and student achievement;

(iv) provides job-embedded coaching or other forms of assistance to support the transfer of new knowledge and skills to the classroom;

(v) regularly assesses the effectiveness of the professional development in achieving identified learning goals, improving teaching, and assisting all students in meeting challenging state academic achievement standards;

(vi) informs ongoing improvements in teaching and student learning; and

(vii) that may be supported by external assistance.

(B) The process outlined in (A) may be supported by activities such as courses, workshops, institutes, networks, and conferences that:

(1) must address the learning goals and objectives established for professional development by educators at the school level;

(2) advance the ongoing school-based professional development; and

(3) are provided by for-profit and nonprofit entities outside the school such as universities, education service agencies, technical assistance providers, networks of content-area specialists, and other education organizations and associations.

TWELVE STANDARDS FOR EFFECTIVE PROFESSIONAL DEVELOPMENT IN ALABAMA

1. Effective professional development organizes adults into learning communities whose goals are aligned with those of the school, the system, and the state.
2. Effective professional development requires knowledgeable and skillful school and system leaders who actively participate in and guide continuous instructional improvement.
3. Effective professional development requires resources to support adult learning and collaboration.
4. Effective professional development uses disaggregated student data to determine adult learning priorities, monitor progress and help sustain continuous improvement.
5. Effective professional development uses multiple sources of information to guide improvement and demonstrate its impact.
6. Effective professional development prepares educators to apply research to decision making.
7. Effective professional development uses learning strategies appropriate to the intended goal.
8. Effective professional development applies knowledge about human learning and change.
9. Effective professional development provides educators with the knowledge and skills to collaborate.
10. Effective professional development prepares educators to understand and appreciate all students; creates safe, orderly, and supportive learning environment; and holds high expectations for their academic achievement.
11. Effective professional development deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately.
12. Effective professional development provides educators with knowledge and skills to involve families and other stakeholders appropriately.

Source: *Alabama Administrative Code*

GENERAL GUIDELINES **FOR ALEXANDER CITY SCHOOL PERSONNEL**

All personnel of the ACBOE will be required to obtain in-service/professional development hours yearly. These requirements must be met between June 1st and May 31st each year. The Superintendent requires **all** personnel to attend **all** system-wide in-services. These in-services are not intended to provide all the required professional development hours and the services are only one means of obtaining credit. It is the sole responsibility of each person to seek professional development opportunities that are directly related to their Professional Learning Plan (PLP) and to keep abreast of their yearly PD status. It is also the responsibility of each person to ensure that all professional development is listed in STIPD.

The School System provides many in-service opportunities for personnel during the school year. If there is a problem meeting these requirements please contact your principal/supervisor, the Director of Human Resources or the Curriculum and Professional Development Coordinator.

For activities to apply toward recertification they must be directly related to improving the staff member's job. The main source of acceptable experience should come from an employee's Professional Learning Plan. Credit cannot be carried over from one 5 year cycle to the next. Employees returning from an approved leave of absence may request to be credited for course-work earned while on leave of absence.

Some institutions give certificates of Continuing Education Unit (C.E.U.). One C.E.U. is equal to 10 clock hours. One semester hour is equal to 20 clock hours.

Required job expectations, such as faculty meetings, parent conferences, eligibility meetings, data meetings, PST, and club sponsorships are not acceptable for credits. Credit is not received for engaged time in traveling, breaks, or meals.

CERTIFIED PERSONNEL

Certified personnel will be required to obtain a minimum of **25 clock hours per school year**. These requirements must be met between June 1st and May 31st each year. In a 5 year cycle all certified personnel are required to obtain 120 hours to meet the Southern Association of Colleges and Schools (SACS) requirements. Fifty of the 120 clock hours of in-service are required for teacher certificate renewal and must be in the teacher's area of certification. Any exceptions must be approved by the principal and superintendent.

ACCEPTABLE EXPERIENCE FOR CERTIFIED PERSONNEL

1. Professional development sponsored or endorsed by the Alexander City Schools, the Alabama State Department of Education or an Alabama Regional In-service Center
2. State, regional or national conferences or conventions that are job related (with verification)
3. College courses taken for graduate credit (professionally oriented) or non-graduate courses that are job related
4. Professional development related to individual's PLP may be acceptable under the following conditions:
 - a. Written proposal which contains measurable objectives and expected outcomes must be approved by the principal or supervisor 10 days prior to the beginning of this activity.
 - b. Prior to final approval, a written summary report or work product will be required.
5. School/Classroom visitation with targeted learning goals/outcomes
6. Lectures/demonstrations that are job related
7. Planning and conducting in-service training
8. Writing, research, innovations
 - a. Published articles in professional publications
 - b. Presentation of a paper at a professional meeting
9. Online learning opportunities

10. Training provided by Instructional Coach or other certified trainer.

11. Action Research

- a. Formally define a problem in your learning environment
- b. Collect and organize data
- c. Come to a conclusion about the effect on the hypothesized change
- d. Share with peers
- e. Document steps in writing

SUPPORT PERSONNEL

All support employees are required to obtain a minimum of **10 clock hours per school year**. For activities to count, they must be directly related to improving the employee's job performance. All professional development must be approved by the employee's supervisor prior to participation in the professional development activity.

ACCEPTABLE EXPERIENCE FOR SUPPORT PERSONNEL

1. Workshops sponsored or endorsed by Alexander City Schools
2. State, regional or national conventions that are job related (verification required)
3. College courses
4. System wide personnel development
5. Demonstrations that are job related
6. Planning / conducting in-service workshops

PROFESSIONAL DEVELOPMENT GUIDELINES FOR CERTIFICATE RENEWAL

Please refer to <http://www.alex.k12.al.us/persn/rtc.pdf> for information regarding certificate renewal requirements including professional development allowable by the State Department of Education for certificate renewal.

****Be sure to note new guidelines regarding PLU (Professional Learning Unit) for renewal of Administrative Certificates.** This information is found on the ACLD website at <http://alex.state.al.us/leadership/psinfo.html>

(29) Professional Learning Unit. A Professional Learning Unit (**PLU**) is a content driven, long-term unit of professional study for instructional leaders that fully addresses all knowledge and ability indicators under an Alabama Standard for Instructional Leaders. Professional study that constitutes a PLU requires multiple professional development experiences over time and will always be aligned with the Alabama Standards for Professional Development in Rule 290-4-3-.01(3). A PLU is earned at the completion of professional study which fully addresses the knowledge and ability indicators under an Alabama Standard for Instructional Leaders. The professional study must include comprehensive coverage and evaluation of effectiveness in the school setting. Professional study that earns a PLU must be approved either by the Alabama Council for Leadership Development (ACLD) or approved by the local superintendent. The PLU will take the place of the continuing education unit (CEU) which is based on seat time at one event rather than the development of knowledge and ability over time.

Source: *Alabama Administrative Code*

GUIDELINES FOR STIPD

The web address for the STIPD home page is <https://pdweb.alsde.edu> (Do Not key in [www.](http://www.alsde.edu))

Logging into STIPD

The first time logging into STIPD you will use a default user name and password that has been set by the State Department of Education. Your user name will be your first and last initial and the **last 6 DIGITS OF YOUR SOCIAL SECURITY NUMBER.** (Example: ds123456). Your password will be your two-digit birthday **with dashes.** (Example: 03-28-78). Under the password box is a box with a drop down arrow labeled LEA. Use the drop down arrow and select **ALEXANDER CITY BOARD OF EDUCATION.** Once you are logged in, you should go to the **MY PROFILE** tab from your home page and change your user name and password. It is usually a good idea to make your STIPD user name and password the same as your computer login information. If your login information does not work, please contact Keith Lashley at 234-8644.

Finding a workshop

From your home page select the PD Titles tab. If the class you are searching for is offered locally, select view session offerings. The class should be listed on this screen. If it does not appear, choose **GO TO CALENDAR VIEW**, find the class in which you want to enroll and click on **ENROLL NOW**. If the date for which you are searching does not appear on the calendar, use the PICK DATE option. Once you have entered the date **YOU MUST PRESS GO.**

Finding a workshop that is not offered locally can be accomplished in the following ways. If you were given an identification number, select the **PD TITLES** tab, from your home page and then the **SEARCH THE PD TITLES CATALOG** tab. Enter the identification number in the box marked **PD TITLE NUMBER**. Then press **SEARCH**.

If you do not have a PD number but have the PD title, the above directions should be followed with the following exception. The title of the workshop should be entered into the box marked **PD TITLE**. Then press **SEARCH**. If the workshop is not found and the date of the workshop is known, select **PD TITLES** from your home screen and then **VIEW SESSION OFFERINGS**; from this screen you should choose the appropriate LEA option: My LEA only, My Regional Inservice Center only, or All LEAs. Once the appropriate choices are made, select **GO TO CALENDAR VIEW**. The workshop should be found from this calendar view.

GUIDELINES FOR STIPD

1. Registration on STIPD is required prior to the event. If this is not possible, registration must take place prior to the two week expiration date. Each participant **MUST** sign in (legibly) at the event in order to receive credit. (Signatures that cannot be read make it impossible to award credit.) This does not mean that credit will be awarded within a two week period.
2. It is the employee's responsibility to get qualifying PD hours in order to get recertified every 5 years. If one has questions as to whether a workshop, etc. will be approved by ALSDE for recertification one should check with his/her principal.
3. Guidelines for Professional Development have been updated and are posted on the system website for convenience.
4. Events that are listed in one's STIPD history will not receive credit until approved by the principal/supervisor and the evaluation (if applicable) has been completed.
5. If one tries to register for an event that cannot be found on STIPD he/she should email the presenter to remind them to contact Gail Brasell.
6. If one attends a workshop that does not have a sign-in form, one should bring it to the attention of the presenter. All sign-in forms should have the names of those planning to attend, listed alphabetically by last name. (It is preferable to use the roster printed from STIPD as the sign-in form.)
7. If one registers for an event and does not attend, he/she does not have to delete his/her name from the roster. The sign in sheet will determine whether or not credit will be given.
8. It is best for one to review his/her history throughout the school year, so that it will be accurate when submitting it to your principal. Credit cannot be given until the workshop has closed (2 weeks after event). Please allow at least another 2 weeks before contacting Gail Brasell (gbrasell@alex.k12.al.us) if credit has not been awarded.
9. Each school year STIPD reports run from May 1 – April 30 and must be printed and turned into the school office prior to leaving for the summer. One's annual report should not include any PD outside of this range, e.g., one must enter the beginning date of May 1, 20__ and ending date of April 30, 20__, in order to print the report. Follow these steps to print this report at the end of each school year:
 - My history
 - Enter beginning and ending dates
 - Filter by date range
 - Scroll to bottom and click on "Print Training History"
10. It is wise to make a copy of one's STIPD report for personal records.
11. Emails are the best tool to keep everyone informed of school happening/meetings so please keep check on your school emails during the summer as well as other times so that you can stay informed.

STIPD FAQs

How can I ensure that I receive credit for my workshop?

Click on the **HOME** tab and choose **MY HISTORY**. This will show your current status regarding your professional development. If an evaluation has been attached to a class or workshop, that evaluation must be completed before the hours will populate.

Important Note: It is solely the responsibility of each individual to verify the accuracy of their own professional development. All questions regarding the validity of professional development for the purpose of recertification should be directed to Gail Brasell at gbrasell@alex.k12.al.us.

Who do I contact if I did not receive credit for a workshop?

You must contact the instructor of the class.

How do I receive credit for a class that was not sponsored by my LEA?

From your home page select **MY HISTORY**, scroll to the bottom of the page and click on the link **SUBMIT NEW TRAINING HISTORY ITEM FOR APPROVAL**. Complete the information in the dialog box. Submit and the principal will approve. Once the workshop has been approved, it will be added to your history.

How do I get a class listed on STIPD?

Send all information relating to the class to Gail Brasell at gbrasell@alex.k12.al.us. This should include the class title, time, location, name of instructor, and any other useful information that the participants should be aware of. (A **Professional Development Approval Form** is included in the appendix.)

NOTE: Once the class has been listed, a sign-in sheet or some type of attendance verification must be turned in to Gail Brasell before credit will be awarded. No credit will be awarded for any class or workshop without verification of attendance.

How do I request a board vehicle?

As soon as you know you will need a vehicle, you should email Carolyn Speaks to get tentative approval. Once approved, immediately complete the **“Request to Use System Vehicle”** form which is posted on our website and submit it to Carolyn Speaks.

PROFESSIONAL LEAVE

Professional leave may be granted to an employee to attend conferences, workshops, or school visitations. Factors considered in the granting of professional leave are (1) substitute availability/cost; (2) registration cost; (3) relevance to duty; (4) importance of sharing within the system; (5) number of times employee has been granted leave (sick, personal, professional) in the past.

Once these factors are evaluated by the employee and the principal/supervisor, you must request leave through AESOP.

Professional Leave & Displaced Duty Request Procedures

(To be completed by ALL personnel requesting this type leave. **Also applies to weekends, summer months and holidays.**)

1. Enter the leave request into AESOP. The leave request must include the following information in the ***Notes to Administrators***.
 - A. Event Name – e.g. Alabama Educational Tech. Conf.
 - B. Event City/Site – e.g. Mobile, AL
 - C. Timeframe of Event – e.g. 8:00 a.m. to 3:00 p.m.
 - D. Costs – must list these to be reimbursed
 - a. Sub Cost – e.g. \$68.48
 - b. Registration Fee – e.g. \$125
 - c. Meals – e.g. \$55.00 (total allowed for trip)
 - d. Lodging – e.g. One night @ \$134
 - e. Round trip Mileage – e.g. 444 miles (Include this regardless if system car is available or not.)
 - f. Other
 - E. If there are no costs associated with the above items, put “NONE” beside the category.
2. Email Carolyn Speaks to request a system vehicle for the trip.
 - A. If Carolyn replies that the vehicle IS available and has been reserved, COMPLETE and SUBMIT a vehicle request form. (A Vehicle Request form is included in the appendix.)
 - B. If Carolyn replies that a vehicle IS NOT available, print the email and include with your documentation submitted for reimbursement.

- C. When submitting items for reimbursement, include a copy of the processed vehicle request form or a copy of an email stating a vehicle was unavailable.
 - D. Upon return from leave, (if a Board vehicle was used) list the ending odometer reading on the Vehicle Request form and return to Carolyn Speaks
3. Other supporting documentation such as an agenda, brochure or some other form of documentation to substantiate the need for travel shall be emailed to the appropriate personnel. If the school is to pay for the costs, send documentation to the school bookkeeper. If the costs are to be paid at the central office level, email the documents to the appropriate funding supervisor – e.g. Marie McCall. If the request is approved, the funding supervisor will forward the documentation to the business office.
 4. The AESOP Leave Request must be completed at least 30 days prior to the date of departure, if possible. ***Unauthorized travel will be at the expense of the employee.***
 5. Upon returning from leave, in order to receive reimbursement, forward the following items to the business office:
 1. Copy of approved AESOP request
 2. Copy of event agenda including event times
 3. Copy of completed Request to Use System Vehicle form OR email stating vehicle was unavailable
 4. Alexander City Schools - Travel Expense Summary form (A Travel Expense Summary form is included in the appendix.)
 5. Original itemized receipts for all meals and other expenses

Request sent “after the fact” may be denied reimbursement by the Superintendent and may require the employee to use personal leave.

Registration, travel arrangements, etc., are the responsibility of the requesting employee. If a purchase order number or check is needed, it is the employee’s responsibility to make arrangements with the local school bookkeeper to obtain whatever is needed.

All personnel granted professional leave are expected to share their experiences at some time during the school year.

