

# Wilson County In-Service / Professional Development 2010-11

## **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. 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 per the teacher contract and calendar
- ▶ **July 28 and 29, 2010** are REQUIRED ATTENDANCE days.
- ▶ Teachers will get the remaining **3** days throughout the 2010-2011 school year between **May 30, 2010 and April 21, 2011**.
- ▶ **October 4<sup>th</sup> and 5<sup>th</sup>, 2010** 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 Avatar website for registration. These sessions reflect the assessed needs of the professional staff.
- ▶ Prior approval must be obtained from the appropriate Instructional Supervisor if not listed on Avatar. Prior approval for credit is required in addition to obtaining board approval for the conference request.
- ▶ Not obtaining prior approval will 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**
- ▶ The session's "target group" must be appropriate for your current teaching assignment.
- ▶ It is required to sign in at all sessions in order to receive credit.
- ▶ 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 to the Instructional Supervisor.
- ▶ All professional development activities are to be done outside of the school/work day.
- ▶ Teachers who present or instruct formal professional development sessions will be awarded double credit *one time only* and with preapproval. This is for preparation time involved. ALL sessions must be pre-approved by the appropriate instructional supervisor. Proposals must be submitted on the Proposal for Professional Development form. (Organizing a session does not earn additional credit hours).
- ▶ Presenters must send sign-in sheets to Donna Smith at the Central Office.
- ▶ All attendees must complete the on-line evaluation form for final credit hours.
- ▶ Check your transcript regularly to ensure accuracy.

### **Approvable Activities for In-service**

**All professional development must either be on Avatar  
or pre-approved 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 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 PD 360 Modules

### **Non-approvable Activities for In-service**

- ▶ Parent-teacher conferences.
- ▶ 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.
- ▶ 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, scheduling, writing team rules or procedures).

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>