



Hangzhou International School

Individual Professional Development Funding Request (Non IB/AP)

HIS places a high value on having the school's carefully recruited teaching professionals working directly with students as often as possible without interruption. Whenever possible, the school encourages teachers to pursue elective professional growth opportunities during the annual 175 non-contact days. While the school may find it necessary to approve professional leave that requires teachers to be absent from their primary responsibilities with their students (such as IB training, job-alikes, professional meetings), elective requests for professional development leave will be limited to one (1) day paid leave, but may be extended with personal leave or unpaid leave (requiring supervisor's approval). Campus administrators may also extend this "paid" 1-day rule only where applicable professional leave coincides with an HIS scheduled professional in-service day (i.e. to attend EARCOS Teacher's Conference which coincides with one HIS professional in-service day) or where there is very strong rationale. All other policies with regard to leave apply.

The school will financially support a range of professional growth opportunities each year on the premise that most Professional Development will be an expense and responsibility shared by the school and professional. The school administration may identify priority support to meet specific school/division/grade-level/or department needs.

It is expected that priority support will always be given to development activity that addresses student learning at an employee's present work assignment. Faculty members identified for Level 1 prerequisite training (ie. IB or CPR/First Aide) should make this a priority PD Funding Request.

Faculty members appointed to a position that meets a schoolwide need and goal, such as instructor level training in a given topic, may receive full support for registration, accommodation, and transportation (based on most reasonable and economical fares: 3-4 star hotel standard and most reasonable economy class travel). Fully supported training is intended to serve students and the school for a minimum of two years. Faculty leaving prior to the completion of the first year of training implementation will refund all expenses, and those leaving prior to the completion of the second year will refund 50% of the expenses (or as otherwise indicated under the authority of the Director).

Only staff members contracted for the following school year will receive support for second semester or summer professional development, including the EARCOS teachers' conference. Departing teachers may only seek reimbursement for PD approved and completed prior to the end of the first semester.

Please note that PD funding is not a contractual benefit or entitlement. All funding rationale must be endorsed by the direct supervisor and approved by the Director of Schools. The amount of support available any given year may vary. Teachers who accept support for professional development and then cancel will reimburse the school for any non-refundable costs.

Specific parameters and procedures for 2018-19 school year:

1. Requests for funding must coincide with items that appear in a faculty member's yearly goals sheet (appraisal process)
2. Priority will be given to requests that are related to goals that specifically address curriculum standards and expectations within the individual's assignment
3. Requests should be made directly to your supervising principal using this form

Faculty Member Name: _____

Teaching/Work Assignment _____

Funding Requested for (Select one)

Other: _____

Description _____

(Where possible, attach a brochure, etc.)

What standards or outcomes are addressed within the curriculum you teach (or will teach)? How will this professional development improve your teaching and/or student learning in the classroom? Please be as specific as possible and attach additional justification as needed.

Would you offer a sharing workshop, round table discussion, or seminar based on this professional development?

What professional development support (financial) have you received from HIS in the past 12 months?

Will a substitute teacher be required Yes No

Date(s) of activity _____ to _____
(note: faculty approved for PD Funding must also complete a Leave Form as appropriate)

Does this request comply with policy ? Yes No
If not, please explain below:

Estimated costs (HIS does not cover meals or ground transportation such as airport transfer):

Registration/Tuition	_____
Transportation	_____
Hotel	_____
Visa(s)	_____

Total Amount Requested* _____

Teacher Signature _____ Date _____

Principal Signature _____ Date _____

*Funding in excess of 1000USD for teachers in their 1st and 2nd years, or 1500USD for teachers in their 3rd or more years cannot be approved.

COMMENT:

Office only

Approved Yes No

Total Amount Approved _____

Director of Schools Signature _____ Date _____

SOME REGIONAL PROFESSIONAL DEVELOPMENT OPPORTUNITIES

a.) Regional Conferences and Workshops

EARCOS, ACAMIS and other organizations (including SENIA, TTC, PDacademia) sponsor seminars and workshops during the school year, usually over weekends, which may be of interest.

b.) Faculty Presentations

Perhaps the most accessible and vital source of professional growth lies within our community—our teachers' own impressive collection of teaching experiences. Each teacher, during the course of the school year, can give a presentation to the faculty in an area of interest to him/her. Presentations in the past have been on a variety of topics and give teachers interesting ideas and practical strategies for certain teaching challenges and situations, as well as allowing presenters to “model” effective teaching strategies.

c.) Book Studies

A very powerful form of group and professional development is to purchase literature on a topic that has strong relevance to grade level or departmental goals for student learning.

d.) Joining Professional Associations or Subscribing to Professional Journals/Resources

There are many professional associations for general education, such as the Association for Supervision and Curriculum Development (ASCD) or subject/division specific associations. Keeping up-to-date with developments in education and networking with colleagues can be extremely valuable to the overseas educator.

Rationale for Professional Development Decisions

HIS allocates an annual budget for Professional Development support, and sets the general guidelines and criteria for the awards. These criteria essentially are based on available funding and the degree to which the proposed course work will benefit the school and improve student learning.

In reviewing requests for Professional Development funding, the Administration considers each request in light of these guidelines. As such, the Administration considers relevance and direct benefit to the overall school program, the costs involved, and the commitment and ongoing longevity of the staff member making the request. For the 2018-19 school year, there is maximum total funding amount of 1000USD per 1st or 2nd year full time teacher and 1500USD per 3rd or more year full time teacher. In general, staff members who will not be continuing their employment in the next school year will not be eligible for professional development funding. HIS generally discourages Professional Development which requires a staff member to be absent from their normal duties at school. Elective PD requiring a teacher to be absent for more than one school day will generally not be approved. Online coursework can be subsidized, but verification for completion of the course is required. (An outline or syllabus for the online course should be submitted at the time the request for funds is made.)

Timeframe for Requests, Approvals and Reimbursements

Requests for Professional Development assistance are submitted in writing to the Principal, who reviews the requests in light of the criteria above and the budget constraints, and makes recommendations to the Director for final approval.

Returning teachers pursuing professional development that fall entirely during summer vacation are eligible and may apply to combine the current year and the following year's maximum professional development funding. For the current school year, the teacher must submit the request form and appropriate receipts before the last teacher work day in June. This will be reimbursed from the current year's fund. Upon return in August, the teacher may submit additional receipts not previously covered, along with proof the professional development was completed.