

PROFESSIONAL DEVELOPMENT
REQUIRED STAFF DEVELOPMENT

DMA
(REGULATION)

GENERAL PROVISION All categories of employees will be required to complete specific professional development courses according to their job responsibilities as defined by statute or District guidelines.

Employees will keep their professional development records current. Documentation of continuing education activities (CPE) will be maintained by the employees using the District's professional development system and following required District procedures for completing forms and for obtaining credit. Earning credit for continuing education courses requires meeting District and, where applicable, State Board for Educator Certification (SBEC) requirements or other state statutes. [See DMA(EXHIBIT)]

EMPLOYEE
PERSONAL DAYS

Campus instructional employees may not use discretionary personal leave on the following days: days scheduled for District staff development, the first or last day of a grading period, the first day of a semester, the last day of a semester, days scheduled for state-mandated assessments (main administration dates), or days scheduled for end-of-semester or end-of-year examinations (secondary schools only). [See DEC(LOCAL)]

Use of nonduty days will be subject to approval from the employee's immediate supervisor. [See DED(LOCAL)]

PROFESSIONAL
DEVELOPMENT
PLANNING PROCESS

The District will maintain a process to provide input to the division of Academic Performance and Support in the planning of professional development opportunities for continuous learning and development. Recommendations will be reported to the associate superintendent of Academic Performance and Support.

STATE
REQUIREMENTS FOR
TEACHERS AND
PRINCIPALS

In accordance with SBEC, teachers certified after September 1, 1999, are required to obtain 150 hours of professional development over increments of five years to maintain their certification. Other employees certified after September 1, 1999, are required to complete 200 hours over increments of five years. Employees will follow state guidelines for taking appropriate professional development courses for maintaining certification. Employees will maintain their own records for certification hours. [See www.tea.texas.gov] [See DMA(EXHIBIT)-A]

Principal certification requires 200 hours over five-year increments (1999–present).

LOCAL
REQUIREMENTS FOR
PROFESSIONAL STAFF

Effective September 1, 2004 [See DMA(LOCAL)], the following is required:

1. Each district/campus staff development day will count toward six hours of DSDD professional development.

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2. Professional staff must earn at least twelve clock hours of professional development each year outside of contract time. [See DMA(LOCAL)]

NOT MEETING
LOCAL
REQUIREMENTS
FOR CERTIFIED
PROFESSIONAL
STAFF

The District calendar determines the total number of hours that can be earned for DSDD. Example: 6 staff development days X 6 hours per day = 36 hours + 12 noncontract hours = 48 hours annual total.

Failure to comply with the professional development requirements herein will be noted in the annual appraisal and will include a plan for completing required professional development.

LOCAL
REQUIREMENTS FOR
PROFESSIONAL
NON-INSTRUCTIONAL
SUPPORT STAFF

Professional non-instructional support staff, will complete six clock hours per year as approved by their immediate supervisor. [See DMA(EXHIBIT)-A]

LOCAL
REQUIREMENTS FOR
PARAPROFESSIONAL
NON-INSTRUCTIONAL
SUPPORT STAFF AND
AUXILIARY STAFF

Effective September 1, 2004 [See DMA(LOCAL)]:

1. Paraprofessional non-instructional support staff and auxiliary staff will complete six clock hours per year. (Hours will be completed as part of the District or campus professional development days; other approved activities will be completed during or after the workday)
2. Time spent in required training is work time and must be compensated. Nonexempt employees, such as paraprofessional non-instructional support staff and auxiliary staff must report any required training as work time in the timekeeping system.
3. Any required staff development after work hours must be approved in advance by the employee's supervisor. The supervisor and employee must discuss if the extra time will be compensated and how it will be compensated.
4. Other paraprofessional or auxiliary staff will complete training hours for their respective job categories.

NOT MEETING
LOCAL
REQUIREMENTS
FOR
NONEDUCATORS

Failure to comply with the professional development requirements herein will be noted in the annual appraisal and will include a plan for completing required professional development.

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ANNUAL PERFORMANCE	Completion and documentation of the required hours of continuing education will be a part of the employee's annual performance appraisal. Completion of hours above those required will also be recognized and recorded on the appraisal form. Employees who are involved in specialized areas or who are in need of developmental assistance may have additional professional development requirements beyond those contained in DMA(LOCAL).
INDIVIDUAL DEVELOPMENT PLANS	During the diagnostic conference of the appraisal system, an individual development plan will be mutually designed and approved by each employee who has not met the staff development requirements and the employee's principal/supervisor. The individual development plan will identify needs for improving the employee's job performance and for meeting the employee's professional goals. Completion of the designated training will be reviewed as a portion of the summative evaluation.
PROFESSIONAL DEVELOPMENT CALENDAR YEAR	The professional learning calendar shall begin on the first day of June and end on the last day of May each year.
LESSON DESIGN AND PEDAGOGY	All certified employees must maintain a rating of proficient or higher in Domains 1 and 2 of T-TESS or show progression towards proficient. Program and/or content professional development is required for teachers.
REGISTRATION FOR PROFESSIONAL DEVELOPMENT	All employees are required to register for District-supported/-sponsored courses in the system and/or provide documentation and required forms for placing pre-approved, non-District-sponsored courses in the system. Failure to register may result in no credit being awarded.
IN-DISTRICT COURSES	Verification of registration for professional development courses includes, but is not limited to, registration in the system, which should occur well in advance of the class.
OUT-OF-DISTRICT COURSES	The District may approve activities planned by or sponsored by other school districts, education service centers, colleges/universities, professional associations, professional conferences/workshops, and/or governmental agencies for professional development credit. Within 60 days of the completion of out-of-district professional development, the following must be completed: 1. The employee will add the course to transcript in the professional development system.

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2. The employee will attach to the course a certificate of attendance or other documentation of completion.

Submitting documentation is not a guarantee of approval or award of credit.

VERIFICATION FOR
DOCUMENTATION
IN-DISTRICT

Sign-in sheets will provide the documentation for course attendance. The class facilitator is responsible for completing attendance and credit on the District's database system within 15 days.

FLEX FOR CAMPUS
PROFESSIONAL STAFF
WITH
PRINCIPAL
APPROVAL

The FLEX day is intended for use by campus-level professional classroom teachers and campus-level professionals who have completed the required annual staff development compliance hours required by the State and the District prior to the FLEX day. The intent is to provide an option to substitute sufficient staff development hours for one of the State required staff development days for teachers as set on the academic calendar. [See DMA(EXHIBIT)-A]

If a FLEX day is part of the District calendar, the following requirements must be met in order to take advantage of the FLEX day:

1. Approval from the principal/supervisor must be obtained.
2. All district mandated compliance training must be completed to exchange for a FLEX day. Training must be completed and accounted for as required by state and/or schools.

Hours used for a FLEX day cannot be used for the policy-required twelve non-contract hours.

Though campus level paraprofessional staff do not earn a FLEX day, they may use a personal day or earned compensatory time on the FLEX day as approved by the supervisor.

APPEAL

An appeal may be made to the Superintendent or designee to waive the annual professional development requirement or portion due to extenuating circumstances. [See DMA(EXHIBIT)-D]