



**Employee Guide to
Professional Development
Standards, Guidelines & Requirements**

The Kaufman Independent School District believes that comprehensive, on-going professional development is central to school improvement and student success. To that end, Kaufman ISD Professional Development promotes continuous professional growth in a supportive environment by enhancing the knowledge and skills of all staff, with the expectation that doing so will also raise the level of student performance.

High quality professional development in Kaufman will:

- be research-based
- be data driven
- provide follow-up
- be flexible to meet learners' needs
- be continuously evaluated for its effectiveness

Kaufman ISD believes the purpose of professional development is for faculty and staff to implement the new knowledge and skills learned so that students are successful. Professional development provides opportunities for staff to enhance their skills, knowledge, and behavior to effectively accomplish their professional responsibilities. Based on district goals, staff development focuses on nine strands:

- Curriculum and Instruction
- Leadership
- Management and Organization
- Special Populations
- Human Relations
- Legal Issues
- Technology
- Support Services
- Health, Safety, and Wellness

Our goal is to provide professional development which will ensure:

- qualified personnel in every classroom/department
- effective leadership for every campus
- high levels of continuous learning for all; and
- application of learning to benefit students

In order to accomplish this district philosophy, some key actions will need to be implemented as we work toward greater success for all students.

- Professional development will be ongoing to meet the needs of all students.
- T-TESS evaluations will reflect the actual implementation of the new learning in the classroom.
- Technology tools will be embedded in curricular offerings to model using these tools.
- District professional development initiatives will be evaluated yearly.
- On-going assessment and reflection will support our determination of professional learning

District Wide Professional Development Contract Dates

All Kaufman ISD employees are required to attend KISD Professional Development and/or Work Days on the following dates:

(Content may vary according to individual campus schedules)

Dates	Activity
August 5, 2019	T-TESS Training for First Year Teachers
August 6, 2019	New Teacher Orientation
August 7, 2019	Campus Staff Development
August 8, 2019	Convocation – AM Campus Staff Development - PM
August 9, 2019	Campus Staff Development
August 12, 2019	District Staff Development
August 13, 2019	District Staff Development
August 14, 2019	Campus Staff Development / Work Day
August 15, 2019	Campus Staff Development / Work Day
August 16, 2019	Work Day
November 25, 2019	Exchange Day <i>(6 hours must be earned off contract to exchange for this day)</i>
November 26, 2019	Exchange Day <i>(6 hours must be earned off contract to exchange for this day)</i>
November 27, 2019	Exchange Day <i>(6 hours must be earned off contract to exchange for this day)</i>
December 20, 2019	Exchange Day <i>(6 hours must be earned off contract to exchange for this day)</i>
January 6, 2020	Planning Day

Exchange Day Professional Development Requirements

Exchange Days scheduled for the 2019-2020 academic year

November 25, 26, 27, & December 20, 2019

Exchange Days are professional development sessions completed outside the official duty reporting times and for which no other compensation is provided. All staff will participate in professional development Exchange Day activities to exchange for the designated staff development days listed on the previous page. All campuses and district offices will be closed during the week of Thanksgiving. If an employee has not completed the requirements for exchange days, the days will be taken from personal leave time or docked from the December check if no time is available.

Exchange Day Guidelines

During the 2019-2020 school year, the staff of Kaufman ISD will be allowed to request exchange days if they have attended a training session that meets the following guidelines:

- Attendance at the session must **not** be during a regular contract day.
- A total of six clock hours (CPE credits) must be accumulated for each exchange day (24 hours total for all 4 days). Several shorter sessions may be added together to equal the required time.
- Sessions attended must apply to the assigned curriculum area, job assignment and district/campus improvement plan.
- Sessions must be identified in eduphoria Workshop as sessions receiving Exchange Day credit, or **pre-approved** by the campus principal or director. Sessions attended without prior approval may be submitted, but there will be no guarantee of receiving credit.
- One book study will be allowed per campus per year. The book study must be coordinated and led by the campus principal or designee. Three (3) hours of documented meeting time + reading = 6 hours (1day). Books used must be on the District Book Study Approved List or approved by the Assistant Superintendent for Academics.
- Proof of attendance must be submitted through eduphoria Workshop following the session. A survey may be required for some training sessions. **Documentation must be submitted in eduphoria by September 30, 2019.**
- For 2019, sessions must be attended between December 1, 2018 and September 30, 2019. **24 exchange hours must be earned and documented by September 30, 2019 to receive credit for the Thanksgiving Break Exchange Days (November 25-27), and the December 20, 2019 Exchange Day.**
- Informational meetings, planning meetings, faculty meetings or committee meetings will not be counted as exchange days. **Exception: One day of credit may be awarded for PLC or team planning during the summer if pre-approved and supervised by the Principal.**
- Exchange day credit will not be awarded for coaching school, bus certification, activities involving students, or travel time to and from staff development.
- Exchange day credit cannot include extra duties such as extracurricular or co-curricular duties, supervision of students, etc. nor can these hours be “traded” for exchange hours while on duty hours.
- Children are not permitted to attend professional development sessions. Additionally, children may not be left unattended in building(s) where professional development is scheduled.

Should you have questions about a specific content area or course, or need assistance in planning, please discuss the option with the campus administrator before contacting central office.

If an employee has not completed the requirements for exchange days including documentation, the days will be taken from personal leave time or docked from the December check if no time is available.

Professional Development Registration and Portfolio Management

Employee guide to *eduphoria Workshop* for documentation of professional development hours

eduphoria Workshop is an on-line comprehensive management program for Professional Development in Kaufman ISD. This document outlines the policies and procedures required for documentation of individual and campus staff development.

Documentation of training is a shared responsibility. Employees are encouraged to maintain a personal staff development portfolio. Staff Development portfolios can be managed through the on-line *eduphoria Workshop* management system. Training will be held on each campus for instruction in registration and management procedures.

Access to the system requires an employee email address and password. Employees without email will have access to the system through their department office. Kaufman ISD's *eduphoria Workshop* is located at <https://kaufman.schoolobjects.com>. Once logged in, you will select Workshop from the list of modules. After logging in, employees have access to the system to register, cancel, view their portfolio, or submit requests for outside development credit. Each employee is responsible to register or cancel registrations through the *eduphoria* system.

Request for outside training credit must be pre-approved by a campus administrator. You will be able to add an entry in Workshop for any approved outside training credit. All campus based training will be managed through the *eduphoria* system.

Questions regarding the *eduphoria Workshop* System and staff development portfolios may be answered by your Campus Technology Contact or the Technology Department.

Registration Information for Local Training Sessions

All employees are expected to continue to learn and grow professionally. Staff Development participants are expected to arrive to sessions on time and return on time after all breaks. Excessive tardiness (15 minutes) or early departure (15 minutes) from the session may result in forfeiture of credit for the session. Employees are expected to fully participate through maintaining attention and commitment to the learning. Be sure to sign in to receive credit for attendance.

Registration for local courses is required through eduphoria Workshop. Low enrollment can result in cancellation of a course.

Kaufman ISD login name and password are used to log into the system.

You must be registered for the course to receive credit. Walk-ins will be allowed only with presenter permission. Participants may cancel on-line up to 48 hours prior to the session start date/time. A confirmation email is sent through district email for confirmations and cancellations. A reminder of a registration is sent through district email seven days prior to the event.

When a course is cancelled, all **registered** participants will be notified through school email.

Being responsible to cancel when you cannot attend allows space for those on a waiting list. Registered pending participants are notified through email that you are registered for the course. It is the participant's responsibility to delete a registration from a course using the management system. Failure to do so will result in an absence for that course.

To Unregister from a Course: From the Workshop Tab in eduphoria,

1. Select the Course Registration icon. Courses that you are currently registered for will appear at the top of the registration page.
2. Select the course you wish to unregister for and that course information will appear.
3. At the top of the window select the unregister icon. An email will be sent confirming that you have been unregistered. If the 24 hour window has passed for unregistering for a course, it is the participant's responsibility to contact the **presenter or responsible administrator**, director, or coordinator to report the reason for not attending. The staff development office will not be responsible for unregistering or enrolling a participant after the 24 hour cut off.

Professional Development "No Show" Procedure

"No shows" for staff development sessions drain district resources intended for school improvement and student success. As a courtesy to our presenters, please make every effort to attend courses for which you have registered or cancel your registration in advance of the course if you find that you cannot attend. These procedures will address no shows:

Each staff member is allowed two excused "no shows" in a staff development year as we recognize that there may be valid emergencies. After the third absence, you are subject to losing your opportunity to sign up for further workshops until you have had a conference with your principal or appropriate supervisor. Kaufman staff members who are locked out of registration will contact the online registration system administrator, appropriate supervisor, or central office staff to resolve the registration status issue.

It is the responsibility of each staff member to register and/or cancel their session choice prior to the scheduled class time using the on-line management system no less than 24 hours prior to class time and date. It is the registrant's responsibility to notify the instructor of the circumstance which created a "no show" if the registrant is unable to cancel through the system due to an emergency occurring after the 24 hour deadline.

The absence can be removed prior to the course being marked completed with sufficient advanced notice to the instructor. Failure to alert the instructor will result in an absence that cannot be removed.

Failure to sign in at a professional development session is considered a "no show". It is the responsibility of each person attending staff development to document their attendance by adding their signature to the sign in sheet provided by the instructor. Only legible signatures will be accepted.

Outside District Training Credit

Kaufman ISD will award up to 12 exchange credit hours for pre-approved college coursework. A district approval process must be followed to earn credit. The approval process is:

- 1) prior approval from the campus principal/staff development office
- 2) a 3 hour semester course = 12 exchange credit hours
- 3) must submit an unofficial transcript showing successful coursework completion
- 4) submission of request for credit through the on-line management system (See steps below).

Kaufman ISD awards staff development Exchange Day credit for pre-approved attendance at conferences and workshops outside the district. A district approval process must be followed to earn credit.

The approval process is:

- 1) prior approval from principal/supervisor to attend the conference or workshop.
- 2) submission of request for credit through the on-line management system (See steps below).
- 3) documentation/certification of attendance will be accepted if the following information is provided: name of training, date and location, credit hours, and signed by appropriate campus administrator.

Procedure for adding the credit to your electronic portfolio, once approval is granted:

Complete instructions for uploading your credits are detailed in the powerpoint presentation entitled, *Exchange Hour Overview and Upload Instructions*. This presentation is available on the KISD academics webpage under *Teacher Resources*. <http://www.kaufmanisd.net/page.cfm?p=920>

Approval cannot be granted without documentation on file. When approval is granted, courses will appear in the individual's on-line staff development portfolio.

NOTE: If credit is denied due to lack of documentation, non-approval, or missing information, it will remain in the portfolio until resubmitted for approval when all steps have been completed.

Steps for removing denied outside district training requests from individual portfolios.

1. Open portfolio on Workshop tab in eduphoria
2. Highlight course submitted for credit under "My Portfolio Column"
3. Select "delete entry" or "resubmit"
4. Save and close

**Kaufman ISD Employee Acknowledgment of the
Requirements Associated with Exchange Days for the
2019-2020 Academic School Year
November 25, 26, 27, 2019 & December 20, 2019**

I hereby acknowledge that it is my responsibility to access, read, and understand the Kaufman Independent School District Employee Guide to Professional Development online. My signature below indicates that I agree to read the handbook and abide by the standards, guidelines, requirements, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information summarized in this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

My signature on this form is acknowledgment that I have read and understand the guidelines provided in the Employee Guide to Professional Development. I also acknowledge that if I have not completed the requirements for exchange days by September 30, 2019, the day(s) will be taken from my personal leave time or docked from my December check if no time is available.

Campus/ Department: _____

Name (please print legibly): _____

Signature: _____

Date: _____

*(To be signed and returned to the employee's supervisor on or before **May 24, 2019**)*