



2020-2021
TRADE DAY CRITERIA
Paraprofessionals

November 23 & 24, 2020 and **January 18, 2021** are professional learning days. These are regularly scheduled working days in which professional learning is presented. Paraprofessionals will “trade” these days by earning 12 trade credits and 6 principal/supervisor approved compensatory time or 18 trade credits. Each trade day must equal 6 trade credits or 6 hours of compensatory time. *Any other combination of trade credit and compensatory time is not permitted.*

Principal/Supervisor Approved Professional Learning and Overtime

- Professional learning session selections are to be job-related and must be approved by the principal/supervisor in advance of registering and attending.
- Working overtime and earning compensatory time must be approved by the principal/supervisor in advance of the work performed.

Earning Trade Day Credit

- Earn at least **18 credits (18 hours)** of approved professional learning *outside the regular work day:
 - o November 23 & 24 Trade Day – earn 12 credits (hours) between **June 1 and November 13, 2020**
 - o January 18 Trade Day – earn 6 credits between **June 1, 2020 and January 11, 2021**
- Submit documentation of attendance to the principal/supervisor
 - o November 23 & 24 Trade Day – **no later than November 17, 2020**
 - o January 18 Trade Day – **no later than January 13, 2021**
 - o Credits must be recorded in *Eduphoria* in the category **NON-CONTRACT Time**
 - o Attendance at professional learning within SAISD is credited by the organizer of that professional learning.
 - o All professional learning not within SAISD (i.e. Region XV, college credit, webinars) must be recorded in *Eduphoria* by the principal/supervisor or employee using the Non-Contract Time category.

* Outside the regular work day includes:

- after school hours,
- on weekends,
- on school holidays or
- after the employment year ends (during the summer).

Training Accepted for Trade

- District initiatives
- Technology
- Undergraduate or graduate school classes related to education (limited to 9 credits)
- Sessions specifically related to an employee’s work assignment

Goal Setting and Professional Learning Cycle of Continuous Improvement

Be prepared to discuss target areas for continued professional growth and new goals for next year, along with your professional learning plan to support these new goals. To organize your thoughts, you may use the area below.

Goal (What do you want to achieve?)	Actions (How will you accomplish the goal?)
Goal 1:	
Goal 2:	
Goal 3:	

I understand this form must be submitted for approval to my principal/supervisor. The information below and my signature indicate that I will earn a total of 18 professional learning credits to trade for November 23 & 24, 2020 and January 18, 2021.

Professional Learning Training for Trade	Date

Printed Name _____ Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____