

**General Provision**

The District's professional development framework supports professional growth for all employees based on diagnosed and/or professional goals that are aligned with Superintendent priorities and District goals, and in agreement with the Continuing Education and Training Clearinghouse published by the State Board for Educator Certification (SBEC).

All categories of employees will be required to complete specific professional development courses and compliance courses according to their job responsibilities as defined by statute or District guidelines. This includes all part-time and late hire employees.

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. Compliance courses will be maintained in the SafeSchools and/or the professional development database. 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).

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 Academics in the planning of professional development opportunities for continuous learning and development. Recommendations will be reported to the Associate Superintendent of Academics.

**State Requirements for Teachers**

In accordance with SBEC, certified teachers are required to obtain 150 hours of professional development over increments of five years to maintain their certification.

[Teacher Certification Requirements](#)

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](http://www.tea.texas.gov)] [See DMA(EXHIBIT)-A]

**State Requirements  
for Professional Staff**

Completion of each CPE activity should be evidenced by documentation (e.g., transcripts, certificates of completion, or attendance logs). The documentation is not required to be submitted at the time of certificate renewal; however, it must be submitted to TEA in case of a certificate audit.

Administrative and Student Services certification requires 200 hours over five-year increments. Employees will follow state guidelines for taking appropriate professional development courses for maintaining certification.

[Librarian/Resource Specialist/Educational Diagnostician/Reading Specialist Certificate Requirements](#) (PDF)

[Counselor Certificate Requirements](#) (PDF)

[Principal Certificate Requirements](#) (PDF)

Employees will maintain their own records for certification hours. [See [www.tea.texas.gov](http://www.tea.texas.gov)] [See DMA(EXHIBIT)-A]

**Local Requirements  
for Professional  
Non-Instructional  
Support Staff**

Effective January 19, 2023 [See DMA(LOCAL)] for required staff development, the following is required:

1. Each district/campus staff development day will count toward six hours of DSDD professional development. These clock hours may include approved continuing education activities completed as part of the District or campus professional development days. The District calendar shall determine the total number of hours that can be earned each year.
2. Professional staff must earn at least twelve clock hours of professional development each year outside of contract time. This includes all part-time and late hire professional staff. Noncontract hours shall be defined as any professional development hours earned after the end of the scheduled workday or outside a scheduled workday according to the regular workday calendars. [See DMA(Local)]

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 DSDD 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.

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

**Requirements for  
Paraprofessional  
Non-Instructional  
Support Staff and  
Auxiliary Staff**

Effective January 19, 2023 [See DMA(LOCAL)] for required staff development:

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. [See DMA (EXHIBIT)-D]
4. Paraprofessionals who maintain the CEOP certification and Opportunity Culture paraprofessionals must earn an additional six hours of staff development per school year (total of 12 hours) and must upload documentation to the District's professional learning management system.
5. Other paraprofessional or auxiliary staff will complete training hours for their respective job categories.

**Failure to Comply**

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. This includes part-time and late hire employees.

**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. This includes part-time and late hire employees. Employees who are involved in specialized areas or who are in need of developmental assistance may have additional professional development requirements as determined by the supervisor.

**Individual  
Development Plans**

During the diagnostic conference and goal setting 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

PROFESSIONAL DEVELOPMENT  
REQUIRED STAFF DEVELOPMENT

DMA  
(REGULATION)

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 is annually approved for the first day of July through the last day of June of the following school year. Adjustments may be made within the year for additions to the calendar as needs arise as determined by the District and/or campus administration. Staff development must be completed by the end of each employee's duty calendar.

**Lesson Design and Pedagogy**

All certified employees must attend required content and/or program specific professional development. Certified employees must maintain a rating of proficient or higher in Domains 1 and 2 of T-TESS or show progression towards proficient and implementation of a performance plan to achieve proficient. A rating of 9 out of 16 dimensions in T-TESS is considered proficient for teachers.

Please note that DSDD hours are required each year.

**College Hours**

Professional development credit may be earned for college hours through an accredited institution of higher education if the course relates to the employee's current assignment or a field of study in education. One semester credit hour is equivalent to 15 clock hours of continuing professional education (CPE).

**Digital/Virtual Professional Development**

Digital/Virtual options for professional development are allowable as long as they meet the requirements and quality standards of approved in-person professional development trainings. Digital/Virtual trainings must be approved in advance via submission to the District professional development database and the employee's campus or department administrator to be eligible for credit.

**HB 3 Texas Reading Academies**

In 2019, House Bill 3 passed by the 86th Texas Legislature established new requirements for Texas Reading Academies to increase teacher knowledge and implementation of evidence-based practices to positively impact student literacy achievement. All K-3 teachers, including special education teachers, and principals are required to attend the HB 3 Reading Academies by the 2022-2023 school year. Districts have the authority to require additional staff to take the Reading Academies. [TEC §28.0062(2)(B)].

**CTE Professional Development**

All teachers assigned to a Career and Technical Education (CTE) course that qualifies for math or science credit are required to participate in Texas Education Agency-approved training prior to teaching the course. Teachers assigned to teach Career Preparation and Practicum courses must complete the Texas Education Agency approved training as outlined in TAC §231.271. [See [www.tea.texas.gov](http://www.tea.texas.gov)]

[CTE Instructor Requirements](#)

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](http://www.tea.texas.gov)] [See DMA(EXHIBIT)-A]

**Technology**

All employees must maintain proficiency in the use of technology as required for their position.

**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.

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.

**In-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. Employees will need to complete and submit the External Professional Learning Request Approval Form (See DMA Exhibit).

**Out-Of-District Courses**

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.
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 or online enrollment will provide the documentation for professional development course attendance. The class facilitator is responsible for completing attendance and credit on the District's database system within 15 days for courses completed for policy required twelve non-contract hours. Required compliance courses will be assigned by Safety and Risk Management according to job classification. Sign-in sheets or online enrollment in the SafeSchools program will provide the documentation for course attendance. Safety and Risk Management will provide each campus a report showing courses completed by employees.

**Exchange Day for District Staff With Supervisor Approval**

The Exchange day is specific to and intended for use by District exempt and non-exempt employees who have completed the required annual compliance training and annual staff development compliance hours required by the State and the District prior to the Exchange day. Example: 6 staff development days X 6 hours per day = 36 DSDD hours + 12 noncontract hours = 48 hours. Late hire may earn Exchange day if they have completed all compliance required courses in SafeSchools and have developed a plan for meeting the additional required staff development hours shown above. Administrators are also eligible for Exchange Day if they have met the above compliance training and staff development requirements

[See DMA(EXHIBIT)-A]

If an exchange day is part of the District calendar as a designated day, the following requirements must be met in order to take advantage of the Exchange day:

1. The principal/supervisor must confirm completion of the required training.
2. All DSDD required professional development hours, plus SafeSchools compliance training must be completed by the identified deadline date to qualify for an Exchange day.

Hours used for an Exchange day cannot be used for the policy-required twelve non-contract hours.

**Teacher/Administrator or Induction and Retention Mentoring Program**

A teacher or administrator who has less than two years of teaching or administrative experience shall be considered a novice in the induction and retention program. Each teacher in the induction and retention program may complete a specific number of staff development activities during the first three years of employment. Professional development activities shall vary for the experienced teacher/administrator new to the District as well as those new to the District and new to the professional role. All teachers/administrators with zero hours of creditable teaching/administrative experience shall also be assigned a mentor.

**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)-C]