



2024 – 2025

## “Building Learning Pathways”

### Professional Learning Guidelines

Continuing Professional Development (CPD) is defined as relevant staff development/professional learning that enhances an employee’s professional growth in the employee’s current assignment. CPD does not include professional/staff development that is required as part of the employee’s professional expectations, such as, but not limited to, EduHero trainings required by HR, District Content Meetings, and faculty meetings. It is the responsibility of the employee to track and monitor their SPS Continuing Professional Development hours online/manually and be prepared to validate attendance with their immediate supervisor.

#### Continuing Professional Development Requirement – Exempt Employees

All certified/professional exempt staff members, such as licensed and certified teachers, administrators, directors, librarians, registered nurses, counselors, speech pathologists, diagnosticians, LSSPs, and other full-time employees **must complete**:

At least 18 hours of district approved CPD education annually as outlined in the content-specific SPS Plan. Hours must be earned as indicated on your content-specific SPS Plan. **Deadline to complete all hours is August 30, 2024.**

**The SPS hours will be noted annually as part of the T-TESS evaluation.**

- All new-to-the district employees will earn their 18 SPS hrs. during the week of July 29– Aug 1, 2024. CPD requirements for employees hired after July 29, 2024 will be handled on a case-by-case basis.
- **The 18 hours of content-specific CPD must be completed as indicated on each SPS Plan and cannot be earned during contractual time.** If the employee is unable to attend the scheduled PD from the content-specific SPS Plan, the employee is responsible for finding an alternative course and getting approval prior to attending the course. When in the best interest of the district, funding an outside workshop may be permissible and must be approved by your immediate supervisor prior to you attending the training.
- The 18 hours of content specific approved CPD may be utilized as flex days. **Employees must have completed the 18 hours before qualifying to take a flex day.** The district flex days for the 2024-2025 school year will be on the following Early Release Days: August 30, 2024, November 22, 2024, December 20, 2024, February 14, 2025, March 7, 2025, May 9, 2025.

#### Continuing Professional Development Requirement – Non-Exempt Employees

District non-exempt employees includes, but is not limited to, instructional/non-instructional paraprofessional and auxiliary employees who are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis; paraprofessionals and auxiliary employees who are not exempt from overtime/comp time and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor as documented in the district’s timekeeping system.

For CPD/professional learning, the immediate supervisor must pre-approve and monitor 18 hours of assignment- related training as indicated on the specific SPS Plan and must be recorded in Eduphoria. **At least 18 hours of supervisory approved CPD must be earned annually (hours may be earned beginning June 01, 2024 and ending December 31, 2024).** Separately or combined with learning, 18 hours of comp time must be recorded via clock in/out procedures.

If a 226-day employee has participated in an approved PD on a non-duty day, then they can trade the non-duty day worked and the duty day that is designated for flex usage. If a 226-day employee that has NOT completed an approved PD on a non-duty day, wants to take the flex, they can submit an absence request through Frontline to be approved by their supervisor and use a state or local day under 'personal'.

By completing the mandatory hours of your personalized Spartan Pathways to Success plan as outlined above, you will be eligible for the 2024-2025 SMSD flex days and be better prepared for the upcoming school year. As a reminder, your hours need to be taken during non-contractual time.

## Gifted and Talented Requirement

If you teach at least one student who has been identified as Gifted and Talented, you must obtain the initial 30 clock hours of required GT professional development prior to the end of the first semester in which the student is enrolled in your class and attend the 6 hrs. GT update annually.

- a. At least 18 initial clock hours in Creativity and Instruction
- b. At least 6 initial clock hours in Nature and Needs
- c. At least 6 initial clock hours in Identification and Assessment
- d. At least 6 update clock hours annually in any of the above-mentioned areas (i.e. Creativity and Instruction, Nature and Needs, Identification and Assessment)

**\*\*\*Please note: GT hrs. do not apply to the 18 hrs. of CPD required annually by SMSD. In addition, GT hours must be earned during non-contractual time, unless prior approval has been granted by your immediate supervisor.**

**All training sessions must be recorded in Eduphoria Strive.**

Employees must obtain a minimum of 18 hours of professional development annually, with prior approval from the employees' immediate supervisor.

- Credit for attending an academic conference or convention will be awarded only with the presenter's signature and/or certificate of completion for each session or activity.
- Non-core teachers may obtain CPD credit hours for attending TEKS correlated conferences, workshops, and/or conventions related to their current teaching assignment.
- To ensure the safety of children under the age of 18, minors are not allowed in professional development sessions or to be left unattended on the premises. Participants who bring children will be asked to leave.
- Relevant college courses taken during the current academic year that will improve classroom instruction may be counted as professional development hours with the Deputy Superintendent's approval. **Courses MUST be related to your current assignment** (2 CPD hours per college credit hour (ex. 3 hr course = 6 hrs of CPD).
- Prompt attendance to all training sessions is required. Arrival to a session 15 min. after the start time may result in the attendee not receiving credit for the session.
- In order to receive CPD credit, employees must attend the entire session. Partial credit will not be awarded.
- Sponsoring, chaperoning, directing student trips, or leading student and/or parent meetings does not constitute professional development.

## Definitions

- Extenuating Circumstances – A written appeal may be made to both the principal or designee and Deputy Superintendent or Chief Academic Officer to waive the annual professional learning/CPD requirement due to extenuating circumstances or hardship.
- Professional Learning Calendar Year – begins the day following the last day of classroom instruction of each school year and shall end on the final day of classroom instruction the subsequent school year. Annual professional learning requirements may be prorated based on the employees start date.
- Non-Exempt Employees – Support employees employed at-will who receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessionals and auxiliary employees who must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.
- Exempt Employees – professional employees and academic administrators exempt from overtime pay and are employed on a 10, 11, or 12-month basis according to the work schedule set by the district.
- SPS – Spartan Pathways to Success – personalized professional development plan designed to provide training pathways to SMSD staff with the goal of enhancing professional toolboxes.

## Sanctions for Non-compliance

- Staff choosing not to meet the CPD/professional learning expectation shall be documented through TTESS or their performance evaluation tool.
- Staff choosing not to accrue the exchange hrs. equivalent to three workdays shall be docked at their daily rate of pay in order to return the compensation received for the period of non-compliance.
- Staff choosing not to meet the CPD/professional learning expectation and without prior approval from their supervisor will not be eligible for the employee incentive.