

*Briarcliff Manor  
Professional  
Development Guide*



## **Definition of Professional Development:**

Opportunities to learn, explore, and develop skills and/or methodologies to grow as an educator and further student learning.

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## 1. 15 hours Contractual Professional Hours

The 15 District Professional Hours are intended to help teachers support continuous learning and training necessary to remain current in the field of education and technology. Unless otherwise specified or pre-approved, these hours should happen during the school year and with minimal interference with assigned instruction and duties.

These 15 hours can come from the following but not limited to:

### **Pre- Approved Activities Include:**

- **District Committees** - Proposal must be submitted by the committee to the District Office, for approval, if more hours are needed. **(5 hours)**
- District Required Trainings (Mandated District Compliance Videos) **(3 hours)**
- Curriculum Mapping **(2.5 hours)**
- Presenting at a Superintendent Conference Day
- Apple Teacher Certification- **(6 hours)**
- Pre-Approved follow up work from workshops or trainings that take place during the school day
- Pre-Approved book studies
- Pre-Approved Building Based Projects
- College Board Training
- CPR Certification
- Full Year Student Teaching Mentor- **12.5 hours**
  
- **As per the BTA Contract the District can direct up to 7.5 hours each year. These hours must still be completed, even if you have opted to do your 15 professional hours over the summer. For the 2025-2026 School Year the district will be directing that the following 5 hours be dedicated to the following initiatives:**
- 3 hours for District Compliance Videos (KnowBe4) *(for the 2025-2026 school year)*
- 2.5 hours for Curriculum Mapping for instructional faculty *(outside of the SCD days)*

**Teachers will be responsible for logging their 15 District Hours in Frontline (Professional Growth) using the form labeled: 15 District Professional Hours**

***Saving the entry is the first step. Remember to submit all log entries for approval.***

*\*Your log can be submitted multiple times throughout the year, suggested times are in January and in May. This will ensure you have approval for the work and can complete the 15 hours before the end of the school year. The log and work must be submitted by the last day of school.*

For clarification on requirements for 15 District Professional Hours please contact your building administrator or Dr. Jasmine McQuay, Director of Curriculum and Instruction via email, [jmcquay@briarcliffschools.org](mailto:jmcquay@briarcliffschools.org).

## 2. School Day Professional Development

Workshops/Opportunities may include but not limited to external professional development opportunities and teacher proposed courses approved by the Professional Development Committee (PDC) and District.

	Credit	Pay	15 Contractual Professional Hours
Participant	✗	✗	✔ * (during prep periods and other pre-approved activities ie. Apple Teacher Certification) and application and implementation of the PD
Facilitator	✗	✗	✔ * 2x for preparation and facilitation**







## 3. After- School Professional Development

Workshops/Opportunities may include but not limited to external professional development opportunities and teacher proposed courses approved by the Professional Development Committee (PDC) and District.

	Credit	Pay	15 Contractual Professional Hours
Participant	✔ 7.5 hrs = 1/2 credit 15 hrs = 1 credit	✔ If your 15 District PD hours have been completed and the budget allows it.	✔ *
Facilitator	✔ 2x for prep and facilitation. 7.5 hrs = 1 credit 15 hours = 2 credits	✔ If the budget provided allows - must be pre-approved. 2x contractual rate for preparation and facilitation**	✔ * 2x for preparation and facilitation**

## 4. Summer Professional Development Courses

Workshops/Opportunities may include but not limited to: external professional development opportunities and teacher Led courses, approved by the Professional Development Committee (PDC) and District.

	Credit	Pay	District Professional 15 Contractual
Participant	 7.5 hrs = 1/2 credit 15 hrs= 1 credit	 Contractual Rate per hour	 *
Facilitator	 2x for prep and facilitation 7.5 hrs = 1 credit 15 hours=2 credits	 2x contractual rate for preparation and facilitation	 * 2x contractual rate for preparation and facilitation**

\*Teachers will still be responsible for completing any District mandated professional hours designated for the school year ie. Annual Mandated Compliance Training Videos through email from KnowBe4.

\*\*If you are offering a course that you have previously facilitated, you will receive **1.5x** for prep and facilitation.

**For clarification of any summer professional development courses, please send an email to the Professional Development Coordinator or Dr. Jasmine McQuay [jmcquay@briarcliffschools.org](mailto:jmcquay@briarcliffschools.org).**

## 5. Summer Curriculum Development

Teachers must apply for summer work through the **Proposal for Summer Curriculum Work Form**, in Frontline and if approved you will be paid the contractual summer hourly rate. Payment for summer hours will be based on the number of hours worked and the submission of the **“work product” in Frontline, Professional Growth**. Work products can include but are not limited to: lesson plans, unit maps, assignments used with students directly, new resources or curriculum materials used with faculty in support of student learning. Reasons for summer curriculum work are often decided at the team or department level and **require submission before June 15 or other designated date**. An email will be sent to staff as this date approaches. Approval of proposals will then be determined and prioritized by the building leaders and the Director of Curriculum and Instruction. Completed work must be submitted in Frontline and completed by **September 30**. This work can fit into, but not limited to the categories mentioned below:

1. Developing and Sustaining Student-Centered, Problem-Based Learning, or Learning and Developing Technology- Infused Classrooms
2. Supporting the Needs of the Whole Child/ Social Emotional Needs
3. Learning, Exploring, and Modifying Your Pedagogy and Curriculum, Based on Research, Texts, and Standards

*\*\*Unless approved by the district office, all building level curriculum work will be in exchange for payment, at the contractual rate.\*\**

***All summer work will be entered into the district catalog in Frontline to be used to acknowledge completion and receive payment.***

**For clarification of any summer curriculum development work, please send an email to Dr. Jasmine McQuay, [jmcquay@briarcliffschools.org](mailto:jmcquay@briarcliffschools.org).**

## 6. Receiving Credit

Courses offered for credit fall into one of the several categories, but not limited to, mentioned below and **must be pre-approved** and entered in Frontline at least 10 days before the course commences, by a **School Building Leader and a District Leader**, in order to be eligible for credit:

1. Developing and Sustaining Student-Centered, Problem-Based Learning, or Learning and Developing Technology- Infused Classrooms
2. Supporting the Needs of the Whole Child/ Social Emotional Needs
3. Learning, Exploring, and Modifying Your Pedagogy and Curriculum, Based on Research, Texts, and Standards

Credits toward lane changes are earned upon the successful completion of one of the following:

- Pre-Approved Accredited Undergraduate and Graduate Courses.
- Pre-Approved District In-Service Course or similar pre-approved courses from other institutions.

**\*\*Official Transcripts must be mailed or emailed from the accredited college/university to the District Office, attention Dr. Jasmine McQuay, for courses taken outside of the District Catalog for undergraduate/graduate coursework, in order to receive credit.\*\***

**\*\*In-service credits can only be received for courses that are in the District catalog on Frontline and/or pre- approved by your School Building Leader and a District Leader.\*\***

## 7. NYS CTLE (*Continuing Teacher and Leader Education*) Hours

This is a teacher's Professional Responsibility to track and record in:

<http://www.highered.nysed.gov/tcert/resteachers/ctle-record-doc.html>

**This applies only to CTLE certificate holders, who were certified AFTER 2004:** A

Registered holder of a **Professional Classroom Teaching Certificate, Educational Leadership Certificate, or Level III Teaching Assistant Certificate** is required to successfully complete 100 hours of acceptable CTLE during the registration period. (ex. 5 years- the time before you must reapply).

The following Professional Development activities are eligible to count toward CTLE hours and will be indicated on Frontline Forms:

- 15 Contractual Professional Hours, Graduate Credits, and In-Service Credits.
- Conference Days and BOCES Workshops.

*Duplicate trainings will not be accepted unless they are required annual training.*

*Please be aware that the form used to log your hours in Frontline, is strictly for recording your CTLE hours in your Portfolio. CTLE credit is ultimately determined by the NY State Education Department (NYSED).*

- You do not have to upload your portfolio or proof of hours to the TEACH website, but you do have to have access to them if asked by New York State. It is suggested that you *email a copy to yourself every year and/or having a printout copy of your portfolio.*
- You are responsible for filling out the form in your TEACH account at the end of your 5-year registration period.

Here are links and explanations of the various components from the TEACH website:

[Requirements](#)

[Record keeping and documentation](#)

[Renewal time](#)

## 8. Frequently Asked Questions and Terms

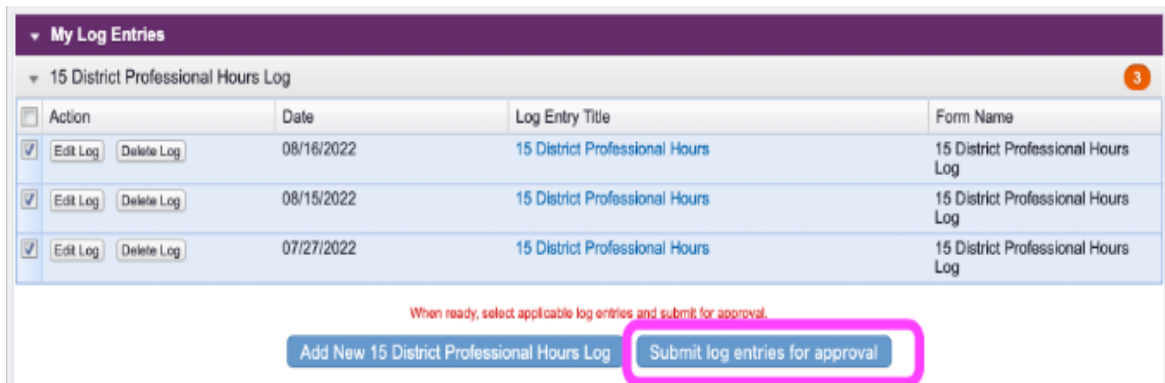
1) Will the below professional development opportunities be compensated from the district in the form of pay or credit?

*No, the following opportunities will not be compensated from the district in the form of pay or credit.*

- Superintendent's Conference Day- PD hours will be provided to teacher facilitators.
- BOCES Conferences/Workshops held during the school day.
- Training, curriculum work, grading, and all other meetings that require a release from teaching obligations during the school day, unless specifically pre-approved by District Administration.

2) My administrator informed me that I have not submitted any of my District Professional Hours, but I know that I entered logs, what should I do?

*Make sure that you submitted your log entries for approval. You save each entry, but until you go to your learning plan and press submit all entries for approval your administrator cannot see the entries. See the image below:*



The screenshot shows a web interface titled "My Log Entries" with a sub-header "15 District Professional Hours Log". It contains a table with the following data:

Action	Date	Log Entry Title	Form Name
<input checked="" type="checkbox"/> Edit Log Delete Log	08/16/2022	15 District Professional Hours	15 District Professional Hours Log
<input checked="" type="checkbox"/> Edit Log Delete Log	08/15/2022	15 District Professional Hours	15 District Professional Hours Log
<input checked="" type="checkbox"/> Edit Log Delete Log	07/27/2022	15 District Professional Hours	15 District Professional Hours Log

Below the table, there is a red instruction: "When ready, select applicable log entries and submit for approval." At the bottom, there are two buttons: "Add New 15 District Professional Hours Log" and "Submit log entries for approval". The "Submit log entries for approval" button is highlighted with a pink rectangular box.

### Frequently Used Terms:

**15 Contractual Professional Hours-** Professional hours, every teacher must complete, each year, as a part of the BTA contract.

**In-service Credit-** Any course that exists in the District Catalog, through Frontline- Professional Growth and has been pre-approved by building and district administrators.

**Graduate Credit-** A course outside of the district catalog, associated with an accredited college or university and has been pre-approved by building and district administrators, connected to your role/position.