

*Lakewood
City
Schools*

Lakewood
Professional
Development Plan

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*Lakewood Professional
Development Committee*

November 2016

Responsibilities of the *Educator*

Educators who are working under a 5-year professional license are responsible for meeting the requirements for renewal of their license. Educators must work with the Lakewood Professional Development Committee (LPDC) to complete the renewal process.

The Lakewood Professional Development Committee has developed procedures for reviewing professional development. However, each educator will have the responsibility to:

- Develop and implement his/her Individual Professional Development Plan (IPDP) after receiving a new license,
- Document his/her professional development and maintain a record of such work, and
- Follow renewal procedures and timelines.

The individual educator will take responsibility for his/her own growth by creating a plan and engaging in professional development approved by the LPDC.

THE LAKEWOOD PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) CONSISTS OF TWO ADMINISTRATORS, ONE OF WHICH IS THE EXECUTIVE DIRECTOR OF HUMAN RESOURCES, AND THREE TEACHERS.

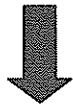
Individual Professional Development Plan *Timelines*

*As soon as new license is issued, create an
IPDP using Lakewood PD Express.*

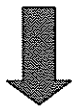
IPDP approved by LPDC



Implementation of IPDP

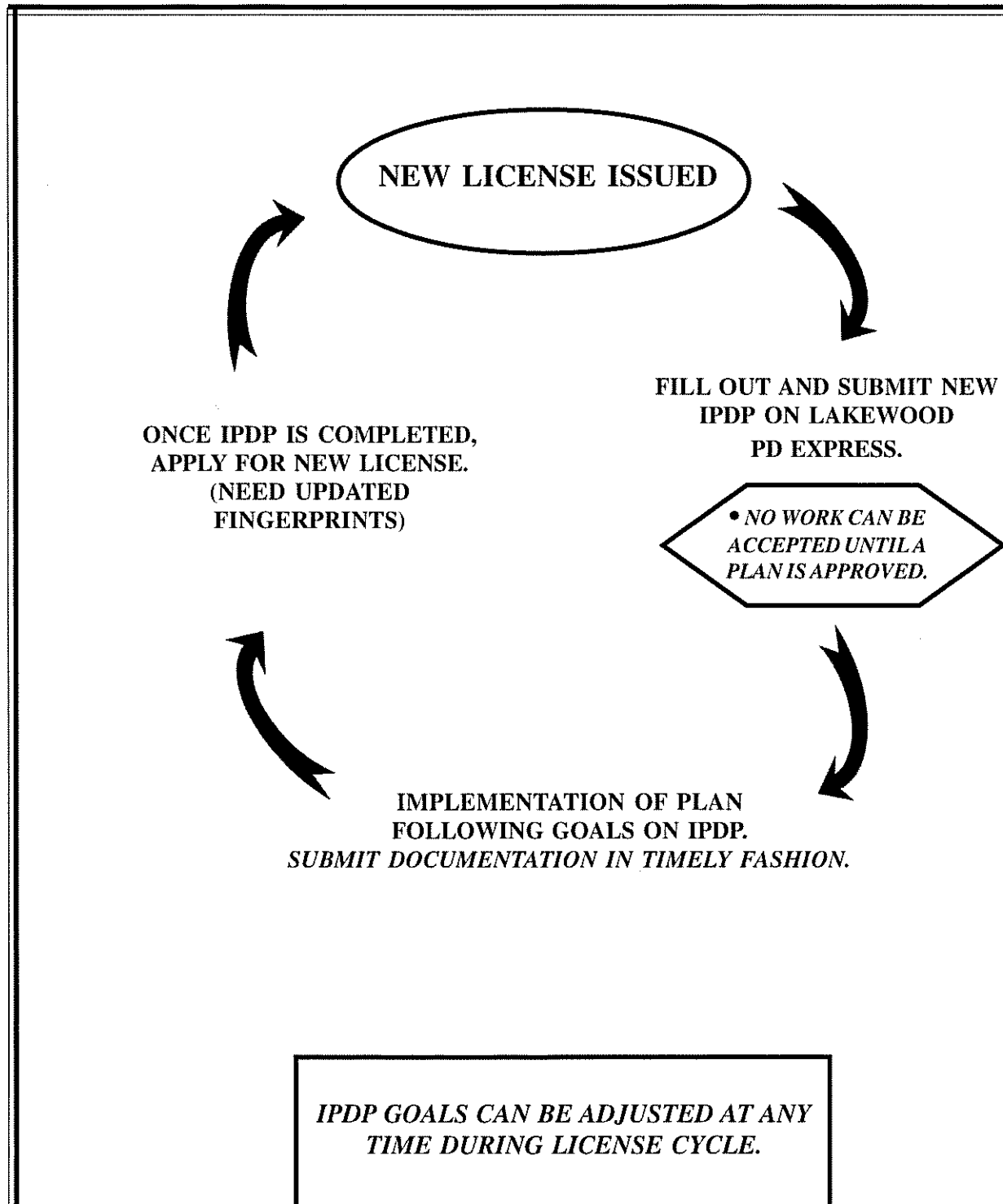


**IPDP completed, licensure
renewal submitted, and new
license received by June 30th
of the renewal year**



**New IPDP submitted after
issuance date of new license**

Individual Professional Development Plan *Timelines*



Appeal *Process*

The first step of the appeal process is through the Lakewood Professional Development Committee (Level I Appeal). The Committee will maintain an independent appeals procedure which is the second step of the appeals process (Level II Appeal). Those certificated/ licensed personnel whose plans continue to be denied may appeal to the Independent Committee per the appeals procedure (Level III Appeal). No decision of the LPDC or the LPDC appeals process (any and all steps) is grievable.

A. REASONS FOR APPEAL:

- Rejection of IPDP.
- Discrepancy with number of CEUs earned.
- Rejection of Professional Development Activity submitted.

B. PROCESS TO BE USED IN APPEAL:

Level I:

1. E-mail members of LPDC Committee with the appeal request reasons and any supporting information and/or documentation.
2. LPDC Committee will discuss appeal at the next meeting.
3. Written response from LPDC will be forwarded to staff member.
4. Accept decision (appeals process ends) or reject decision (Level II appeal begins) via e-mail.

Appeal *Process*

Level II:

1. Request Level II Appeal Hearing with LPDC Committee.
2. Written notification is sent to staff member with hearing date and time.
3. Committee hears appeal and renders decision.
4. If Committee accepts plan, process ends. If Committee rejects plan, Level III appeal process must be initiated within 2 weeks of Level II rejection.

Level III:

1. Staff member appeals to Independent Committee.
2. Independent Appeals Committee renders final decision.