Instructor Orientation



Welcome!

The goal of the Staff Development Center is to coordinate quality professional development that enhances teachers' capacity to lead, support, and motivate peers and transform practice as to enrich student learning, improve academic outcomes, and prepare students for the 21st Century.

You are now a member of our faculty! Thank you for sharing your expertise with the professional community at WPCSD.

Opening Statement

As a Teacher Center, run by teachers, for teachers, and compensating teachers, we are charged with the very important responsibility of being ethical, fiscally responsible, and openly communicative. The White Plains School District trusts us to allocate grant funding from the state of New York, and to be truthful and accurate about hours and completion of coursework by district teaching personnel. We are fortunate that the district compensates our teachers with in-district credit, which translates into movement on the salary scale. As such, all of our records must be correct. In the worst-case scenario, that agreement between the district and the Staff Development Center could be in jeopardy, if that trust is called into question. For this reason, it is agreed among us that we will hold an instructor orientation yearly, to refresh both the SDC staff and instructors about the policies which we have worked hard to establish.
Teachers, administrators, community members, and district leadership have worked together to create policies that are strong. At times, on a case-by-case basis, we have made special considerations. As a rule, however, the policies are built to be strong as they are written. Changes to these policies can only be made by the Policy Board, and any changes are reflected in the current documents on our website.

Welcome to our team!

Facilitator Expectations

- Deliver course/workshop according to approved format and dates, unless prior approval is granted by the Co-Directors and/or Policy Board.
- Advertise and promote your course/workshop by developing an attractive and informative flyer. The SDC will distribute this promotional material.
- Thoroughly understand and uphold the SDC Policy Board's existing Course Attendance Policy (provided to each instructor).
- Record attendance for each session. Attendance should be recorded and closed within the first 15 minutes. Share the Attendance Policy with participants.
- Send Monica the attendance sheet after session 1. This helps create an accurate roster.
- Communicate any patterns of lateness, absence, or incomplete coursework to the Co-Directors.
- Verify that each course participant has fulfilled their obligation for credit or stipend.
- Reserve time and space for Course/Workshop Assessment. The SDC provides a form, and instructors are also welcome to collect formative information as the course progresses. The SDC Policy Board uses this information to assess/improve the impact of courses/workshops, and values this feedback. Course/workshop evaluations are available for instructors to view.
- Submit original Attendance sheets to Monica Alvarez.
- Complete your timesheet.
- Complete the White Plains Facilitator Post-Course Self-Reflection.
- Review the feedback on the course evaluations.
- Consider revisions and whether to offer the course again.



SDC Instructors Best Practices Tracker

Once your proposal has been accepted and approved:

- We will need ***3 weeks,*** or more, to advertise your course.
- Connect with Monica about dates and location/format.
- Create a flyer in Canva, and add Monica as an editor.
- Talk about your course/workshop! Word of mouth is an important way to advertise! Think: Faculty Meetings, Grade Level/Department Meetings, hallways, water coolers...
- Begin to plan your sessions.

Two weeks before your course begins:

- Reach out to Monica to check on enrollment numbers. If we need to readvertise we should do it.
- Finalize your session outlines and acquire any materials needed.

One week before your course begins:

- Send an email to the participants on the roster. Welcome them to your professional learning experience. Include what to expect in class, what to bring or provide, dates and times.
- Copy the Co-Directors and Monica Alvarez on this email.
- Include a copy of the SDC Attendance Policy as a PDF attachment. This will be provided for you at your Instructor Orientation.

On the first day of your course:

- Share your content outline/agenda for each class.
- Make participants aware of any assignments which they will complete and when they are due.
- Communicate your expectations for the course and the outcomes participants can expect to achieve.
- A member of the SDC Team will join you (virtually or in person) to share the SDC Course Attendance policy.
- Enjoy your facilitation experience!

Throughout your course:

- Take attendance and keep accurate records.
- Be sure to copy the Co-Directors and Monica Alvarez on any emails pertaining to a participant's attendance or participation.
- Communicate with us about any problems that arise right away.

On the last day:

- Allow time for participants to complete the course evaluation in Frontline
- Submit all sign-in sheets to Monica and complete the SDC Instructor Course Completion Form.
- Review Feedback in Frontline once evaluations are completed.

Starting a new course



Attendance Reminders

- Participants should communicate any attendance questions or issues to the Co-Directors and Monica. Participants should NOT be emailing instructors and making arrangements for lateness or absences separately.
- Absences due to known conflicts are not excused.
- Optional Activities are not Contractual Obligations (Family Reading Night, Interview Committees, Concerts…)
- A maximum of 3 hours may be made up with an alternate assignment in case of an unforeseen emergency. Once this maximum time has been reached, CTLE hours may be granted for the hours of attendance, but no compensation or credit will be granted.
- Instructors will sign off on the attendance records before compensation will be granted for participants and instructors alike.
- Compensation will not be processed if participants have not completed the course evaluation which is embedded in Frontline under the “Manage” tab for the course.

Compensation

The facilitation rate is $70/hour.

- Instructors facilitating courses through the Staff Development Center will be compensated at the approved hourly instructional rate.
- For new courses being offered for the first time, compensation will include an additional 7.5 hours of planning and course development upon successful completion of the course (7.5 hours planning per 15 hours instruction for new courses only).
- This policy applies to all professional learning offerings facilitated through the Staff Development Center and is effective as of 7/1/25.

**The course development fee purchases the course materials*. A digital (preferred) or hard-copy course file must be provided to Monica Alvarez at the SDC. The course file may then be used if the course is taught again through the SDC.

Courses may also be taught for credit, but only once:

- 2 credits for a 15 hour course
- 3 credits for a 30 hour course
- 4 credits for a 45 hour course

*Subsequent offerings of a course by the same instructor may only be compensated by the hourly instructors' rate.

If a course is taught by two instructors, the roster must have 20 or more participants. If the roster drops below 20, the instructors must split the single instructor rate.

A few words about Zooming:

- Virtual facilitation requires significant skill to engage adult learners in professional discourse.

- Virtual courses should be offered only if the course content is easily conveyed in a virtual format.

- Virtual facilitators may be asked to demonstrate their command of virtual tools (breakouts, polls, screen sharing, use of multiple screens, shared documents, etc.) prior to their proposal approval.



Virtual Expectations

The Staff Development Center strives to continue to offer flexible course options for participants. These are the norms of our virtual courses and workshops. These should be shared with participants and upheld.

VIRTUAL CLASS EXPECTATIONS FOR COMPENSATION

RESPECT

Colleagues are gathered to learn together. Facilitators are prepared to share material. Respect others.

CURIOSITY

Be curious about the topic. Ask questions and engage. Be an active learner.

COLLABORATION

Work with others to develop our knowledge and understand the roles within a group. Practice equity of voice.

COMMUNICATION/COMPLETION

Cameras should be on, unless a everyone is on a break. Breakout participation is expected. All assignments are completed.

PROFESSIONAL PRESENCE

Prepare to be fully available and present; consider your location and possible distractions ahead of time.

As you are planning and facilitating your course:



- Keep your course grounded in clear learning objectives.
- Connect to professional growth and practical application.
- Provide meaningful feedback to your participants.
- Make course materials usable, accessible, and logical.
- Set norms and expectations.
- Share SDC Policies.
- Plan a reflective work artifact. What will people take away?
- Enjoy your own learning, too!
- Reflect on the process.

Troubleshooting

The SDC Co-Directors are available and eager to support you.



Please contact us if you are experiencing any challenges. We have policies in place which anticipate most situations. Sooner, rather than later, is the best practice in terms of communication.

You will be provided with the cell phone numbers of the Co-Directors and Monica. Please use them to reach out for help if needed. Text first, and we'll respond asap. Your successful course/workshop is our goal, too!

Let’s Have a Great Year!

