

### **3.13 PROFESSIONAL DEVELOPMENT** *(Revised 7/01/10)*

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All employees shall attend all local professional development training sessions as directed by a supervisor.

The District shall develop and implement a plan for the professional development of its certified employees. The district's plan shall, in part, align district resources to address the professional development activities identified in each school's ACSIP. The plan shall describe how the district's categorical funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. At the end of each school year, the district shall evaluate the professional development activities' effectiveness in improving student performance and closing achievement gaps.

Each certified employee shall receive a minimum of sixty (60) hours of professional development annually to be fulfilled between July 1 and June 30 or June 1 and May 31. Professional development hours earned in excess of sixty (60) in the designated year cannot be carried over to the next year. Certified employees who are prevented from obtaining the required professional development hours due to their illness or the illness of an immediate family member as defined in A.C.A. § 6-17-1702 have until the end of the following school year to make up the deficient hours. This extension does not absolve the employee from also obtaining the following year's required 60 hours of professional development.

The goal of all professional development activities shall be improved student achievement and academic performance that results in individual, school-wide, and system-wide improvement designed to ensure that all students demonstrate proficiency on the state criterion-referenced assessments. The district's professional development plan shall demonstrate scientifically research-based best practice, and shall be based on student achievement data and in alignment with applicable ADE Rules and/or Arkansas code.

Teachers and administrators shall be involved in the design, implementation, and evaluation of the plan for their own professional development. The results of the evaluation made by the participants in each program shall be used to continuously improve the district's professional development offerings and to revise the school improvement plan.

Administrative faculty meetings and administrative organization or clerical work in the classroom or on school improvement activities shall not count as approved professional development.

#### **Professional Development Policy**

1. As required by Act 74 of 2003, every certified person must participate in ten (10) days of professional development each year. Professional development days are salaried, contract days and are treated as such when not obtained. *(Revised 07/01/05)*
2. Teachers and administrators who, for any reason, miss part or all of any scheduled professional development activity they were required to attend, must make up the required hours in comparable activities which are to be pre-approved by the building principal.

To receive credit for his/her professional development activity each employee is responsible for obtaining and submitting documents of attendance, or completion, for each professional development activity he/she attends. Documentation is to be submitted to the building principal or designee.

Teachers and administrators are required to obtain sixty (60) hours of approved professional development annually over a five-year period as part of licensure renewal requirements. At least six (6) of the sixty (60) annual hours shall be in the area of educational technology.

Teachers are required to receive at least two hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies

Teachers who provide instruction in Arkansas history shall receive at least two (2) hours of professional development in Arkansas history as part of the sixty (60) hours required annually.

Personnel who are likely to use automated external defibrillators shall receive the training required by Rule. Such training shall count toward the required annual hours of professional development.

Administrators are required to receive at least three hours annually of their sixty (60) required hours of professional development designed to enhance their understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Each administrator's professional development is required to also include training in data disaggregation, instructional leadership and fiscal management.

Teachers required by the superintendent, building principal, or their designee to take approved training related to teaching an advance placement class for a subject covered by the College Board and Educational Testing Service shall receive up to (30) hours of credit toward the sixty (60) hours of professional development required annually.

Certified personnel may earn up to twelve (12) hours of professional development for time they are required to spend in their instructional classroom, office or media center prior to the first day of student/teacher interaction **provided** the time is spent in accordance with the state law and current ADE rules that deal with professional development. The hours may be earned through online professional development approved by the ADE provided the professional development relates to the district's ACSIP and the teacher's professional growth plan.

Teachers are eligible to receive fifteen (15) professional development hours for a college course that meets the criteria identified in law and the applicable ADE rules. The board shall determine if the hours earned apply toward the required sixty (60). A maximum of thirty (30) hours may be applied toward the sixty (60) hours of professional development required annually. (Warren School District allows this to count as the "one-day-on-your-own".) Applications for approval of the three-hour graduate level college credit course should be sent to the Office of Professional Licensure using the required application form available from licensure.

[http://arkedu.state.ar.us/pdf/Course\\_approval.pdf](http://arkedu.state.ar.us/pdf/Course_approval.pdf)

Employees who do not receive or furnish documentation of the required annual professional development jeopardize the accreditation of their school and academic achievement of their students. Failure of an employee to receive sixty (60) hours of professional development in any given year, unless due to illness as permitted by law, shall be grounds for disciplinary action up to and including termination.

Approved professional development activities may include conferences, workshops, institutes, individual learning, mentoring, peer coaching, study groups, National Board for Professional Teaching Standards Certification, distance learning, internships, district/school programs, and approved college/university course work. Professional development activities should be consistent with the objectives developed by the National Staff Development Council Standards.

Professional development activities shall relate to the following areas: content (K-12); instructional strategies; assessment; advocacy/leadership; systemic change process; standards, frameworks, and curriculum alignment; supervision; mentoring/coaching; educational technology; principles of learning/developmental stages; cognitive research; and building a collaborative learning community.

3. The Warren School District will provide nine (9) days of professional development. Only one (1) day of professional development outside that offered by the school district (including college courses) may be counted as part of the ten (10) required days/sixty (60) hours.
4. Professional development must be secured by the last day of school of a current school year. The professional development year will be from the last day of school of the current school year through the last day of school of the next school year, pending approval of these dates by the ADE. Professional development obtained after the last day of school of the current school year counts for the forthcoming year, unless otherwise specified by the administration. No days of professional development will be carried over from one year to another.
5. Attendance at professional development provided by the Warren School District is mandatory for all professional staff. An employee who misses any part of regularly scheduled professional development activities for any reason (such as illness) must make up that time in other professional development activities so that a minimum of sixty (60) hours is earned during that school year.
6. Part-time employees must attend professional development on a pro-rated basis.
7. Visitations of “master” teachers’ classrooms must occur on a day other than regularly scheduled school days in our district.
8. Employees who teach courses or workshops OUTSIDE the district cannot count such courses toward fulfillment of the sixty (60) hour professional development requirement.
9. Professional development activities conducted during released time (time for which a substitute is hired to release the teacher from classroom duties) cannot be counted for teacher attendance during the required ten (10) days of professional development.
10. Hours of professional development earned by an employee in excess of sixty (60) or not pre-approved by the building principal shall not be credited toward fulfilling the required number of contract days for that employee. *(Revised 07/01/05)*

Cross-Reference: Policy 5.4—STAFF DEVELOPMENT PROGRAM

Legal References: Arkansas State Board of Education: Standards of Accreditation 15.04  
ADE Rules Governing Professional Development  
A.C.A. § 6-10-122, 123                      A.C.A. § 6-15-404(f)(2)  
A.C.A. § 6-17-703                              A.C.A. § 6-17-704  
A.C.A. § 6-17-705                              A.C.A. § 6-15-1004(c)  
A.C.A. § 6-15-1703                              A.C.A. § 6-20-2303(14)

