

Stafford Municipal School District
**CONTINUING PROFESSIONAL DEVELOPMENT
DISTRICT PROCEDURES**

Continuing professional development is defined as staff development that an employee **participates in outside the contract day**. Continuing professional development (henceforth referred to as CPD) does not include professional/staff development that is required as part of a person's employment or is conducted during the contract day. Prior approval of CPD is required by supervisor.

All licensed and certified teachers, administrators, directors, librarians, registered nurses, counselors, speech therapists, diagnosticians, and LSSPs must complete the following CPD requirements. This policy excludes employees who work less than one half time and paraprofessionals.

It is the responsibility of the professional employee to keep track of CPD hours and be prepared to validate attendance with supervisor.

Continuing Professional Development Requirement:

1. Beginning June 1, 2007, all of the above-mentioned staff members must complete:
 - A. At least 72 clock hours of district approved CPD education every three years.
 - B. At minimum, twelve (12) clock hours must be in the area of technology education.

The hours will be noted yearly in the PDAS document under Domain VI or in the appropriate evaluation document used with the professional employee.

2. Continuing Professional Development excludes:
 - A. District staff development and preparation days that are part of the official district calendar (i.e., convocation, pre-school in-service)
 - B. Campus and district meetings (CIT, regular department/team meetings, and special committees)
 - C. Non-contractual days for which a teacher is paid a stipend
 - D. School business days taken within the contract period
3. Employees working under a Standard Certificate issued by the State Board of Education Certification (SBEC) or other legitimate certificate issued by governing body, may use district approved CPD to satisfy both district requirements and state certificate renewal requirements.

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Continuing Professional Development Requirement (continued)

4. If an employee is hired after January 1st of a given school year, he/she will have a one semester extension for the three year requirement.
5. All content of the required CPD must be directly related to the employee's assignment over the three year period. Activities may be selected from the following areas:
 - A. Content area knowledge and skills
 - B. Professional ethics and standards of conduct
 - C. CPD should encompass the SMSD goals (i.e., curriculum, leadership, school climate, and technology) but are not limited to the following:
 - 1) Specific training requirements (GT, Special Education, 504, Dyslexia, Bilingual/ESL education)
 - 2) District and campus priorities and objectives (TAKS assessment, TEKS, Title One acceleration programs, Alternative assessment, etc.
 - 3) Child development and research on how children learn
 - 4) Discipline management
 - 5) Diversity and special classroom management needs of student populations
 - 6) Parental involvement strategies
 - 7) Integration of technology
 - 8) Instructional techniques and reading strategies
 - 9) Writing and portfolio assessment
 - 10) Professional learning communities
6. Continuing professional development credit as approved by the employee's supervisor:
 - A. Content Area Development:
 - 1) Participation in institutes, workshops, conferences, and staff development that are related to or enhance the professional knowledge and skills of the educator. Workshops are not included when employees use salaried school business days to attend workshops.

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Continuing Professional Development Requirement (continued)

- 2) Completion of undergraduate courses in the content area knowledge and skill related to the certificate(s) being acquired or renewed, graduate courses, or training programs which are taken through an accredited institution of higher education.
 - a) One semester credit hour earned at an accredited institution of higher education or junior college is equivalent to 15 CPD hours. Junior college credit is restricted up to 24 CPD hours per each three year cycle.
 - b) Full time staff members who are authorized to present district professional development activities may earn a stipend of \$25.00 per hour or 1 and a half hours times number of hours taught for presenting an approved CPD activity OR earn the CPD hours for the activity for a maximum of 12 hours.

B. Other Professional Development:

- 1) Participation in interactive distance learning, video conferencing, independent study, or on-line activities or conferences not to exceed 36 CPD hours in a three year cycle. Independent study may include the study of relevant professional materials (books, journals, video and audio tapes, and/or software/online information) or authoring a published work. Prior supervisor approval is required in this entire category. In addition, a 500 word essay summarizing the independent study is required.
 - 2) Development of curriculum or Developing Professional Development training materials (if employee is not on contract time and is not being paid by the district).
 - a) Teaching/presenting a CPD activity is not to exceed 18 hours of the required 72 hours in the three year cycle.
 - b) Study groups pertaining to district, school or individual educational goals (if employee is not on contract time) not to exceed 24 hours.
7. Professional Development Documentation: Staff members are required to document their participation in CPD activities as follows:
- A. At the conclusion of each activity offered for CPD credit the provider or sponsor must provide each participant in attendance with a written documentation (certificate). It is the staff member's responsibility to receive prior approval by the supervisor.
 - B. Written documentation of completion of all activities applied toward CPD requirements shall be maintained by each staff member for certification purposes.
 - C. The District's Coursewhere System may also serve as documentation record for each employee.

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Continuing Professional Development Requirement (continued)

- D. Each professional staff member shall receive a CPD form at the beginning of each school year. The employee shall develop a plan and have the supervisor approve it on an annual basis. Teachers who have a Standard certificate (issued after September 1, 1999) shall also use the Standard Certificate Five Year Renewal form provided by the State Board of Educator Certification. These forms may be obtained from the district's Human Resource department.
 - E. A professional staff member who wants to obtain CPD credit for a college course must provide the supervisor with a copy of the college transcript and record the course information on the district CPD Form.
 - F. Professional staff members shall submit the completed district Continuing Professional Development Form before each of their annual performance review (PDAS or evaluation) to the supervisor, including the documentation of completion. At the end of the three year cycle, records shall be closed and new Continuing Professional Development Forms shall be submitted.
8. Noncompliance Provisions: The following regulations govern the administration of continuing professional development in the district:
- A. Any staff member who does not complete the three-year professional development requirement shall not hold a district or campus leadership position.
 - B. Staff members that do not complete the required 72 hours of CPD at the end of the three year period shall be placed on an intervention plan and may be subject to non-renewal or termination.