

Book	Policy Manual
Section	Human Resource Policies for SB 1st Reading
Title	Copy of PROFESSIONAL DEVELOPMENT
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Last Revised	May 22, 2012

## 1242 - PROFESSIONAL DEVELOPMENT

### Professional Development System

Pursuant to State law, the School District will work collaboratively with the Florida Department of Education (FLDOE), public postsecondary institutions, State education foundations, teachers, consortia, and professional organizations, and business/community representatives in Florida to maintain a coordinated system of professional development. The purpose of the system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education in the workforce.

The District's comprehensive professional development plan will incorporate school improvement plans, will align with the Florida Professional Development System Evaluation Protocol Standards, which support the framework for standards adopted by Learning Forward ~~the National Staff Development Council~~, and will align with the principal leadership training. Furthermore, the results of the performance evaluations of administrators conducted pursuant to State law and Board Policy 1220 will be used when identifying areas for which professional development is needed. As part of its effort to develop and refine its professional development plan, the District will review and monitor school discipline data; school environment surveys; assessments of parental satisfaction; performance appraisal data of teachers, managers, and administrative personnel; and other performance indicators to identify school and student needs that can be met by improved professional performance.

The Board will provide funding for professional development as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional development. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.

The in-service activities for administrators shall focus on an analysis of student achievement data, the use of the Board-adopted evaluation program for instructional staff, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.

The District shall also provide in-service activities and support targeted to the individual needs of new administrators participating in the professional development certification and education competency program.

[.] Additionally, the District shall make available, on a space available basis, in-service activities to instructional personnel who are designated as administrators of nonpublic schools in the District and the State certified teachers who are not employed by the Board on a fee basis not to exceed the cost of the activity per all participants.

The Superintendent shall establish and maintain an individual professional development plan for each administrator assigned to a school as a seamless component to the school improvement plans developed pursuant to State law. The individual professional development plan established by the Superintendent shall:

1. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity;

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2. include an evaluation component that determines the effectiveness of the professional development plan;
3. include in-service activities for school administrative personnel that address updated skills necessary for instructional leadership and effective school management;
4. provide for systematic consultation with regional and State personnel designated to provide technical assistance and evaluation of local professional development programs;
5. provide for delivery of professional development by distance learning and other technology-based delivery systems to reach more educators at lower costs;
6. provide for the continuous evaluation of the quality and effectiveness of professional development programs in order to eliminate ineffective programs and strategies and to expand effective ones. Evaluations must consider the impact of such activities on the performance of participating educators and their students' achievement and behavior.

By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive professional development plan that requires fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle. The report will also include verification that the training was provided.

## **Professional Learning Catalog**

### **1. Components**

As part of its coordinated system of professional development, the District will establish a Professional Learning Catalog (catalog) that outlines all professional learning opportunities, referred to as components, for all District employees from all funding sources. For each component, the catalog will include the following:

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1. a title;
2. an identifying number assigned in accordance with the Florida Department of Education (FLDOE) Information Database Requirements: Volume II – Automated Staff Information System pursuant to F.S. 1008.385(2) and F.A.C. 6A-1.0014;
3. the maximum number of in-service points to be awarded for successful completion of the component, assigned in accordance with the specifications outlined in F.A.C. 6A-5.071(Z);
4. a description of the specific objectives and activities to be completed; and,
5. the component evaluation criteria for determining the effectiveness of professional learning in:
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  1. addressing the specific objectives;
  2. increasing educator knowledge and skills;
  3. changing educator dispositions or practice in the educational setting; and,
  4. improving student outcomes.

For each component for which in-service points will be awarded, the catalog will also include a description of any follow-up activities that will be required and support that will be provided to allow for successful completion of the component.

### **2. Review, Amendment, and Submission**

Annually, the District shall conduct a review of the previous year's catalog program operations that results in a determination of its effectiveness in the educational setting as measured by changes in educator practice and student outcomes, and use this information to make decisions about which components to continue, modify, or eliminate.

Based on the results of the review, and by September 1st, annually, the catalog will be updated and approved by the Board.

By October 1st of each year, the District will submit a letter to the Commissioner of Education verifying that the Board has approved the District's catalog and that it meets the criteria set forth in F.A.C. 6A-5.071. Any components of the District's catalog developed or modified after the annual approval of the catalog will be approved as an amendment by the Board.

### 3. Record Maintenance and Data Reporting

The following information will be maintained for each component:

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1. dates the component was delivered;
2. names of component leaders;
3. names of participants and performance records;
4. evaluation of the component; and,
5. criteria for successful completion.

The following information will be maintained for each component participant:

1. title and number of the component;
2. dates of participation;
3. satisfactory or unsatisfactory completion; and,
4. number of in-service points to be awarded, eligibility of the points to be used for certification, and expiration date of the educator's certificate(s), if applicable. All requirements for renewal of a professional certificate on the basis of completion of in-service points pursuant to F.S. 1012.585 and F.A.C. 6A-4.0051 shall be met.

The District will report data information for all approved professional learning components through the FLDOE's automated data reporting procedures.

~~As required by State law, the District's comprehensive professional development plan will be updated by September 1st, annually. Any substantial revisions to the District's plan will be submitted to the FLDOE for their review for continued approval. The Superintendent will annually recommend for the School Board's consideration and adoption of the updated comprehensive professional development plan, so that verification of the adoption can be submitted to the Commissioner of Education not later than October 1st of each year.~~

~~The Board will provide funding for professional development as required by State law and the General Appropriations Act and will authorize expenditures from other sources to continuously strengthen the District's system of professional development. The plan will also provide for training for each teacher who will use materials that were purchased with funds allocated by the State for instructional materials, provide for in-service credit for the training, and document satisfactory completion of the training by each teacher.~~

~~The in-service activities for administrators shall focus on analysis of student achievement data, the use of the Board-adopted evaluation program for instructional staff, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety. Additionally, in-service activities will be made available for administrators of nonpublic schools in the District.~~

~~The Superintendent shall establish and maintain an individual professional development plan for each administrator assigned to a school as a seamless component to the school improvement plans developed pursuant to State law. The individual professional development plan established by the Superintendent shall:~~

- ~~A. define the in-service objectives and specific measurable improvements expected in student performance as a result of the in-service activity;~~
- ~~B. include an evaluation component that determines the effectiveness of the professional development plan;~~
- ~~C. include in-service activities for school administrative personnel that address updated skills necessary for instructional leadership and effective school management;~~
- ~~D. provide for systematic consultation with regional and State personnel designated to provide technical assistance and evaluation of local professional development programs;~~

- E. ~~provide for delivery of professional development by distance learning and other technology based delivery systems to reach more educators at lower costs;~~
- F. ~~provide for the continuous evaluation of the quality and effectiveness of professional development programs in order to eliminate ineffective programs and strategies and to expand effective ones. Evaluations must consider the impact of such activities on the performance of participating educators and their students' achievement and behavior.~~

~~By July 1st of each year and prior to the release of funds for instructional materials, pursuant to statutory requirements, the Superintendent will certify to the Commissioner of Education that the Board has approved a comprehensive professional development plan that supports fidelity of implementation of instructional materials that are in the first two (2) years of the adoption cycle. The report will also include verification that the training was provided.~~

Revised 2/23/10

Revised 5/22/12

Revised 4/29/19

#### Legal

[F.S. 1001.42](#)

[F.S. 1011.62](#)

[F.S. 1011.67](#)

[F.S. 1012.22](#)

[F.S. 1012.34](#)

[F.S. 1012.98](#)

[F.S. 1012.985](#)

[F.S. 1012.986](#)

#### - Cross References

[po1220 - EVALUATION OF ADMINISTRATIVE PERSONNEL](#)

[ap1242C - SIX QUESTIONS FOR DETERMINING THE EFFECTIVENESS OF STAFF DEVELOPMENT PROGRAMS](#)

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Legal

F.S. 1001.42, 1011.62, 1011.67, 1012.22, 1012.34, 1012.98, 1012.985, 1012.986

Last Modified by Ramon Dawkins on April 29, 2019