

2013-2014 Professional Development Plans for Marked Tree Public Schools

While quality teaching begins with a teacher's formal education, it evolves into a cycle of continuous improvement gained through experience, targeted professional development and objective feedback. Marked Tree School District is committed to ensuring all professional development activities are in compliance with the Arkansas Department of Education Rules Governing Professional Development and include the following:

- ✚ All educators shall complete sixty (60) hours of professional development between June 1, 2013 and May 31, 2014.
- ✚ Approved professional development activities which occur during the instructional day or outside the employee's annual contract days may apply toward the 60-hour minimum professional development requirement.
- ✚ Licensed employees in positions not directly related to instructional activities shall be responsible for completing sixty (60) hours of professional development each year. However, the focus of their professional development may be prorated among those areas specifically related to their job assignment as approved by the district.
- ✚ Any employee who misses any part of regularly scheduled professional development activities for any reason (such as sickness) must make up that time in other approved professional development activities so that the 60 required hours of professional development are earned during the approved time frame.
- ✚ If the educator is absent because of illness of the educator or the educator's immediate family, the educator shall be allowed to make up the hours missed during the remainder of the current school year or succeeding school year. The educator may earn the professional development hours through Arkansas IDEAS, on-line professional development.
- ✚ Any licensed person who provides approved professional development may count two (2) hours professional development credit for each one (1) hour of time spent in presenting professional development content.
- ✚ Sixty (60) approved professional development hours annually will be required to renew a teacher or administrator license in order to maintain a valid teaching license.
- ✚ Those teachers who have not maintained a teaching license but who wish to renew their license shall be required to meet the conditions of the Rules Governing the Requirements and Procedures for Renewing a Standard Arkansas Teaching License.
- ✚ Adult Education – licensed personnel working solely part time in one of the following settings shall be required to obtain thirty (30) hours of professional development:
 - a. Adult basic education
 - b. General adult education
 - c. English as a second language for adults
 - d. General Educational Development Test examiners
- ✚ Thirty (30) approved professional development hours annually will be required to renew a teacher license for those licensed personnel working solely part-time.
- ✚ A teacher meeting the criteria of Section 4.12 of the Arkansas Department of Education Professional Development Rules who has not maintained a current teaching license but who wishes to renew his or her license shall be required to meet the conditions of the Rules Governing the Requirements and Procedures for Renewing a Standard Arkansas Teaching License.
- ✚ All approved professional development shall be aligned to the following Standards developed by the National Staff Development Council:

- a. Context Standards - Requires skillful school and school district leaders who guide continuous instructional improvement; Organizes educators into learning communities whose goals are aligned with those of the school and school district; and Requires resources to support educator learning and collaboration.
- b. Process Standards - Uses disaggregated student data to determine educator learning priorities, monitors progress, and help sustain continuous improvements; Uses multiple sources of information to guide educator improvement and demonstrate its impact; Prepares educators to apply research to decision making; Uses learning strategies appropriate to the intended goal; Applies knowledge about human learning and change; and Provides educators with the knowledge and skills to collaborate.
- c. Content Standards - Prepares educators to understand and appreciate all students, create safe, orderly and supportive learning environments and hold high expectations for their academic achievement; Deepens educators' content knowledge, provides them with research-based instructional strategies to assist students in meeting rigorous academic standards, and prepares them to use various types of classroom assessments appropriately; Provides educators with knowledge and skill to involve families and other stakeholders appropriately; Provides educators with knowledge and skills needed to teach students with disabilities, including without limitation autism; and Provides educators with knowledge and skills needed to teach culturally and linguistically diverse students.

✚ Approved professional development activities shall relate to the following focus areas:

1. Content (K-12);
2. Instructional strategies;
3. Assessment/data;
4. Advocacy/leadership/fiscal management;
5. Systemic change process;
6. Standards, frameworks, and curriculum alignment;
7. Supervision;
8. Mentoring/coaching;
9. Education technology;
10. Principles of learning/developmental stages;
11. Cognitive research;
12. Parent involvement/academic planning & scholarship;
13. Building a collaborative learning community; and
14. Student health and wellness, which may include but not limited to appropriate training for anticipated rescuers in the use of automated external defibrillator; or cardiopulmonary resuscitation.

✚ All approved professional development, whether designed for the educator, school or district, shall be based on the improvement of student achievement on State assessments and increasing student achievement and academic performance.

1. Approved professional development takes on many forms and may be earned in the following ways:
Conferences/workshops/institutes
2. Mentoring/peer coaching;
3. Study groups/learning teams;
4. National Board for Professional Teaching Standards Certification;

5. Distance learning/on-line opportunities;
6. Internships;
7. State/district/school programs;
8. College/university course work;
9. Action research; or Individually-guided as noted in an educator's individual professional development plan.

✚ An individual may be entitled to up to twelve (12) hours of professional development credit approved by the district/school which may be applied toward the sixty (60) hour professional development requirement for that time period at the beginning of each school year which is used to plan and prepare curriculum or develop other instructional material provided:

1. The time is spent in his/her instructional classroom, office or media center at the public school;
2. The time is prior to the first student teacher interaction day of the school year; and
3. The time is spent in the focus areas listed in this plan, and may include but are not limited to the following:
 - a. Grade level and/or vertical team planning to integrate subject areas;
 - b. Team work to analyze student data;
 - c. Team work to develop academic improvement plans (AIP) or individual educational programs (IEP);
 - d. Developing assessments for learning (formative);
 - e. Professional book studies;
 - f. Developing student-centered units ties to the State academic standards and student learning expectations;
 - g. Developing intervention strategies to support remediation;
 - h. Developing and/or revising the Arkansas Comprehensive School Improvement Plan (ACSIP);
 - i. Developing and/or revising curricula maps and/or pacing guides;
 - j. Pursuing study as noted in individual professional development plan and Arkansas IDEAS, on-line professional development, related to ACSIP or the educator's professional growth plan.

✚ No professional development credit shall be given for activities unless those activities meet the criteria and standard requirements set out in this plan. Specific activities which do not qualify include but are not limited to:

- a. Making and putting up bulletin boards.
- b. Clerical work associated with documents such as ACSIP, AIP and IEPs.
- c. Administrative faculty or team administrative meetings.

✚ There is created the Arkansas Online Professional Development Initiative. Requirements for the initiative include:

1. All professional development delivered by technology shall be aligned to the required focus areas in this plan;
2. The ADE shall determine the content and approve all professional development delivered through the Arkansas On-line Professional Development Initiative that counts toward the required sixty (60) hours.

3. The ADE shall select courses/products, which are research-based and are available from sources, with expertise in technology delivered professional development courses.
4. Courses shall align with the Southern Regional Education Board Multi-State Online Professional Development Standards.
5. Online professional development courses shall include online registration, course evaluation, and attendance and completion documents.

The Professional Development Plan:

1. Shall be included in the ACSIP.
2. Shall support the district and/or school plans (Individual plans of licensed personnel).
3. Shall include involvement by the teachers, administrators, and classified school employees in the design, implementation and evaluation of their respective professional development offerings under the plan.

Additional Rules/Regulations:

- ✚ The ADE may require specific professional development programs for the district or the school designated in school improvement or academic distress. These requirements may become part of the district or school improvement plan.
- ✚ In order to receive professional development credit, the district or licensed school personnel shall participate in, complete, and pass the assessment for the professional development requirements in the district or school improvement plan.
- ✚ All professional development programs must be approved by the Arkansas Department of Education in order to receive credit toward the 60-hour requirement.

At least thirty (30) days before a program is offered to teachers and/or administrators, the professional development provider shall provide a detailed description of the entire program including staff qualifications to the ADE.

The ADE shall promptly review the content of the program for compliance with all applicable statutes and department rules to determine if any or all of the program content shall be deemed to provide professional development credit and shall establish the time period the professional development provider is approved to offer the program.

Upon notification by the ADE of approval of the program (or a part or parts thereof) for professional development credit, the professional development provider may enroll participants in the program and offer the program for professional development credit for the set time period.

The program provider shall be responsible for the preparation and dissemination of proof of completion of the program (or parts thereof) to all attendees. All such proofs, or copies thereof, shall be submitted by the attendees who are employed by an Arkansas school district to the superintendent of the district.

The Marked Tree School District shall maintain all documents for its employees which reflect completion of professional development programs, whether such programs were provided by an outside organization or by the district itself.

The Marked Tree School District shall report the amount of all professional development programs completed by its employees to the ADE at the time and in the manner specified by the ADE.

The Marked Tree School District's professional development plan shall be included in the ACSIP and shall be reviewed annually by the school/district and the ADE. The ACSIP will include an assurance statement that each faculty/administrator in the school/district shall have an individual professional development plan that has been developed in cooperation and collaboration with the employee and the school and/or district. These individual plans shall include:

During the 2013-2014 school year, the Marked Tree School District will offer ten required professional development days. The plan shall, in part, align district resources to address the professional development activities identified in each school's ACSIP. The ACSIP shall describe how the district's funds will be used to address deficiencies in student performance and any identified academic achievement gaps between groups of students. The Marked Tree School District shall evaluate the professional development activities' effectiveness in improving student performance and closing achievement gaps.

The school calendar reflects ten days scheduled for professional development; however, flexibility will be given to building principals as they work with staff members to ensure all requirements will be met.