

2011-2012
Jenks Public Schools
Professional Development Guidelines for Certified Personnel

High-quality professional development refers to rigorous and relevant content, strategies, and organizational supports that ensure the preparation and career-long development of teachers and others whose competence, expectations and actions influence the teaching and learning environment.

United States Department of Education

ALL CERTIFIED AND LICENSED TEACHERS AND ADMINISTRATORS SHALL:

- Accrue at least seventy-five (75) professional development points within the five (5) year certification cycle of the individual.

- Complete a minimum of one (1) credit hour within the five (5) year cycle in each of the following areas:
 - o **Classroom Management and Student Discipline Strategies;**
 - o **Outreach to Parents, Guardians or Custodians of Students;**
 - o **Special Education; and**
 - o **Racial and Ethnic Education**

- Complete a minimum of one (1) credit hour of training each year in the following area:
 - o **Recognition and Reporting of Child Abuse and Neglect**

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR WORKING AT EACH SCHOOL SITE AND THE FOLLOWING DEPARTMENTS (TRANSPORTATION, COMMUNITY EDUCATION, CHILD NUTRITION) SHALL:

- Complete one (1) credit hour of training each year in the following area:
 - o **Religion in Schools**

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES 5-12) SHALL:

- Complete a minimum of one (1) credit hour of training each year in the following area:
 - o **AIDS Prevention Education**

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES PK-3) SHALL:

- Complete a minimum of (1) credit hour of training during the 2009-2010 school year and every three (3) years thereafter in the following area:
 - o **Autism**

EACH RESIDENT TEACHER (GRADES PK-3) SHALL:

- Complete a minimum of one (1) credit hour of training during the first Jenks year and every three (3) years thereafter in the following area:
 - o **Autism**

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EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES PK-6) NEW TO THE DISTRICT SHALL:

- Complete the following **YEAR ONE:** English Language Development (ELD) training on PD360 requirements not later than June 30, 2012:
 - o Foundations: Know the Law (Elementary)
 - o Second Language Acquisition (Elementary)
 - o Stages/Levels of Second Language Acquisition (I) (Elementary)
 - o Stages/Levels of Second Language Acquisition (II) (Elementary)

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES 7-12) NEW TO THE DISTRICT SHALL:

- Complete the following **YEAR ONE:** English Language Development (ELD) training on PD360 requirements not later than June 30, 2012:
 - o Foundations: Know the Law
 - o Second Language Acquisition
 - o Stages/Levels of Second Language Acquisition (Secondary)
 - o Comprehensible Input

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES PK-6) NEW TO THE DISTRICT SHALL:

- Complete the following **YEAR TWO:** English Language Development (ELD) training on PD360 not later than June 30, 2013:
 - o Comprehensible Input: Meaning, Fluency & Accuracy (Elementary)
 - o Assessing Proficiency (Elementary)

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES 7-12) NEW TO THE DISTRICT SHALL:

- Complete the following **YEAR TWO:** English Language Development (ELD) training on PD360 not later than June 30, 2013:
 - o Assessing Proficiency (Secondary)
 - o Making Accommodations for ELL's (Secondary)

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES PK-6) SHALL:

- Complete the following **YEAR THREE:** English Language Development (ELD) training on PD360 not later than June 30, 2012:
 - o Making Accommodations for ELL's (Elementary)
 - o Seeing the Big Picture (Elementary)

EACH CERTIFIED AND LICENSED TEACHER AND ADMINISTRATOR (GRADES 7-12) SHALL:

- Complete the following **YEAR THREE:** English Language Development (ELD) training on PD360 not later than June 30, 2012:
 - o Seeing the Big Picture (Secondary)
 - o Using Visual Tools (Secondary)
 - o Differentiating Instruction for Student Needs (Secondary)

Note: One (1) point will be equivalent to one clock hour unless otherwise designated.

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- ❖ All personnel are responsible for **registering on-line** no later than midnight on the day of in-district events and for **signing attendance sheets**. Pre-registration by the day before an event is optimal.

- ❖ All personnel are responsible for **entering off-campus events** in their on-line transcript after attendance and **sending attendance documentation** to the Office of Professional Development for validation. All off-campus events shall be posted and documentation **received within 30 days of the event** with the exception June events. All June events shall be posted and documentation received by July 10th.

- ❖ All personnel are responsible for **entering PD360 events** in their on-line transcript after viewing and reflection questions are complete. Individual user report documentation shall be sent to the Office of Professional Development for validation.

- ❖ **Each certified and licensed teacher and administrator who has completed the required fifteen (15) professional development points** for the current year as evidenced by his/her transcript may be excused from attendance to site and/or district events on the district's designated professional development days as follows:
 - Points/Documentation shall be submitted to the Office of Professional Development a minimum of **ten (10) school days prior** to the designated professional day.
 - District and/or Site Administrators **may require** certified personnel to attend professional development events on the designated professional days. However, the total number of hours required cannot exceed three (3) on any given day.
 - If excused from events based on the above requirements, each certified and licensed teacher and administrator shall be **expected to report to his/her site** as required by contract.

- ❖ **Entry-level, new and transferring teachers** may begin counting professional development points retroactive to July 1st of the year in which they are hired. Transferring teachers will receive credit for points earned previously which meet JPS Guidelines.

- ❖ **Failure of any certified personnel to meet the above professional development requirements** may result in the nonrenewal of such certified personnel's contract by the board of education. Such failure may also be grounds for nonconsideration of salary increments affecting the teacher. In addition, failure to earn the requisite professional development points in the manner prescribed may be deemed willful neglect of duty and may be grounds for immediate dismissal.