

# Professional Development Program

The purpose of the Professional Development program is to allow teachers flexibility in initiating their personal professional development as it relates to their area of teaching. It is important for teachers to be life-long learners who actively seek ways to become better educators to our students.

Per the master contract, teachers are required to complete 12 hours of professional development. This program will run from June 1 through May 31 each year. Teachers are required to follow the guidelines below.

- Must be completed outside of the regular paid work day.
- Must be related to the district goals or your area of teaching.
- Must attend the full scheduled session to receive credit for hours.
- Must attend a minimum of 6 hours of in-district offerings.
- A maximum of 4 hours for individual proposals.
- Complete and submit a Summary Reflection within 2 weeks of session attendance.
- Must have Group/Individual and Out-of-District PD proposals approved by Barb Callahan 7 days in advance.
- Reporting options for Group/Individual and Out-of-District PD proposals must be submitted within 2 weeks of completion.
- Hours not completed by June 10 will be docked from the June 15 paycheck.

**In-District Offerings:** includes workshops, inservices, curriculum work organized by the district. Must complete a minimum of 6 hours in this category.

This may include professional development opportunities attended on behalf of the district (example-CESA training on a new technology). These opportunities must be approved by an administrator in advance.

**Group/Individual Proposals:** includes proposals submitted by groups or individuals wanting to gain further knowledge on a particular topic. Individual proposals can not exceed 4 hours. Must submit proposal sheet in advance.

**Out-of-District Offerings:** includes formal events sponsored by other districts, collegiate systems, professional organizations. Professional development hours can not be submitted if receiving graduate credit for attendance. Must submit proposal sheet in advance.