

# ALEDO ISD

## *Professional Learning Manual*



2026-2027

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# **Superintendent of Schools**

Susan Bohn, J.D., Ed.D.

## **Aledo ISD Administration**

- Dr. Susan Bohn, *Superintendent*
- Kimberly Raymond, *Deputy Superintendent*
- Dr. Amber Crissey, *Assistant Superintendent of Curriculum & Instruction*
- Earl Husfeld, *Chief Financial Officer*
- Mercedes Mayer, *Director of Communications*
- Brooks Moore, *Chief Technology Officer*
- Caleb Bell, *Chief Facilities and Construction Officer*

## **Board of Trustees**

- Forrest Collins, President (Place 4)
- David Lear, Vice President (Place 1)
- Zach Tarrant, Secretary (Place 6)
- Laura Pace (Place 7)
- Lynn Morgan (Place 5)
- Jeremy Pruett (Place 3)
- Jim Scott (Place 2)

## **Aledo ISD Mission**

Ensuring high levels of learning for all students.



## **Aledo ISD Vision**

Growing greatness through exceptional experiences that empower learners for life.



## **Introduction**

This document contains the Aledo Independent School District (AISD) Professional Learning Plan including information about AISD core philosophies, the definition of professional learning, and the rationale for all employees to be lifelong learner.

## **Board Policy for Staff Development:**

### **DMA (LOCAL & LEGAL)**

The staff development provided by a district to an educator other than a principal must be conducted in accordance with the standards developed by the district and designed to improve education in the district (DMA (LEGAL)).

### **Definition of Professional Learning**

Aledo Independent School District defines professional learning as an ongoing course of study that changes participants' behavior in a way that produces a demonstrable and measurable effect on student learning. The Aledo ISD Professional Learning Plan is built on the expectations that all supervisors are professional developers of the employees they supervise, and all employees will continually seek opportunities to grow professionally to improve performance. Excellence in the education profession is not merely a condition but rather "a process of continuous improvement over time" (Wink, 2017, p. 25)\*.

*\*Wink, J. R. (2017). A leader's guide to excellence in every classroom: Creating support systems for teacher success. Solution Tree Press.*

## **Professional Learning**

### **Aledo ISD Professional Learning Philosophy**

Aledo ISD believes that professional learning increases educator effectiveness and school success. The Curriculum and Instruction Department offers a variety of courses throughout the year at the campus and District level. Courses are taught by in-house and outside experts in various subject matter areas. Staff growth and improvement is the key to moving forward individually and collectively.

## **Professional Learning as a Component of Annual Teacher Appraisal**

As a component of the Aledo ISD board-approved teacher appraisal system, T-TESS, all educators must work closely with their supervisors to identify and plan annual professional learning targets aligned with the district's mission and goals and focused on increasing student achievement. The teacher self-assessment, goal setting, and professional development processes are interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance. All teachers submit his or her approved goals and professional learning plans within the first-six weeks of school. Progress is reviewed throughout the year, and final progress is evaluated in the end-of-year conference.

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*Revised: July 2026*

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The professional learning plan may incorporate all forms of professional learning, not limited to traditionally provided courses offered by outside entities or to whole staff. Professional learning could include working within the professional learning community (PLC) process, a department chair, or another teacher on practices identified as improvement goals. It could also include self-directed professional learning that seeks literature, online videos, or modules addressing practices that the teacher identified as improvement goals.

- Each campus annually conducts orientation sessions with information describing the appraisal system no later than the final day of the first three weeks of school and at least two weeks before the teacher's first observation. Summative conferences focus on T-TESS, Professional Learning Plan, and other related data sources.

## **Tools for Monitoring the Curriculum Taught**

The taught curriculum is to be monitored by the campus administrative team using any of the following tools:

- Analysis of student assessment data
- Observations of teachers (daily impact walks, T-TESS observations)
- Interviews and conferences with individual teachers and/or teams
- Meetings with district curriculum/instruction personnel
- Review of lesson plans and instructional units

## **Professional Learning Requirements**

All AISD employees are expected to model lifelong learning through active participation in and application of professional learning. Professional learning at the district level is determined by district instructional priorities along with state and federal guidelines. Campus/department professional learning is based on alignment with the district mission and goals, campus/department needs, and on improving instructional/operational practices. All professional staff, including but not limited to principals, school counselors, librarians, educational diagnosticians, supervisors, coordinators, directors, or visiting teachers, shall participate in professional learning activities and shall be required to complete a minimum of 150 to 200 clock hours of professional growth every five calendar years as required by the Texas State Board for Education Certification (SBEC).

## **Professional Learning Requirements for Teachers**

As the largest group of employees in AISD, teachers play a critical role in the academic success of students.

- All currently employed certified personnel will be required to attend all district and campus professional learning day sessions in their entirety.
  - Approved CPE hours earned outside of the contract day may apply to designated Flex Days.
- Based on teaching assignment, TEA, and district requirements, currently employed certified, degreed personnel will be required to complete specific professional learning hours as outlined in this plan and any necessary addendums to this plan (see Appendices A and D).

## **Professional Learning Requirements for New-to-AISD Teachers**

In addition to the general professional learning requirements for teachers, New-to Aledo ISD teachers will attend Aledo ISD New Teacher Academy and will receive three days of district-led orientation and training designed to provide the information needed to integrate into the district's culture and systems.

- In addition to onboarding provided by Human Resources, all new-to-Aledo ISD teachers will receive training in technology services, curriculum design/implementation, and content-based topics provided by the Curriculum & Instruction Department.
- Each new-to-Aledo ISD teacher will receive additional support/coaching from campus leadership and campus-based Instructional Specialist with the implementation of the district curriculum and instructional priorities.
- In addition to the general professional learning requirements for teachers, educators with three years' experience or less will participate in the Aledo ISD 0-3 Year New Teacher Program. On-going collaborative, professional learning meetings will be required as part of the 0-3 Year New Teacher Program. In addition to district-level learning initiatives and annual compliance training, the district provides additional professional learning designed to support new teachers with three years or less experience. This learning is delivered in a collaborative, experienced-based format to build on day-to-day classroom experiences and to provide research-based support through strategic and purposeful classroom management tools, strategies, tips, and techniques.

## **Aledo ISD 0-3 New Teacher Mentors**

Campus-based New Teacher Mentors, selected by campus principals, will be required to attend mentor training as one component of the district's Professional Learning Plan. This training will provide the Aledo ISD framework and timeline for support, professional learning on best practices for being a mentor, and ongoing collaboration through the district-based New Teacher Mentor Program.

- In addition, campus-based Mentors will be required to log and report dates and times of collaborative support opportunities spent with their assigned new teacher (Mentee). This time may include conferences, observations, 1:1 time spent daily, weekly, and monthly, and all other mentor-mentee partnership time throughout the school year. Follow-up meetings after the initial Mentor training and documentation of support will be required.

## **Professional Learning for Paraprofessional and Auxiliary Staff**

Campus-based paraprofessional and auxiliary staff members assigned to work with students will be required to attend all campus and district professional learning day sessions during the year based on their job responsibilities.

- Campus-based paraprofessional and auxiliary staff members not assigned to work directly with students will be required to attend all professional learning day sessions during the year based on their job responsibilities.



- District-level paraprofessional and auxiliary staff members will be required to attend all professional learning during the year based on their job responsibilities.

## **Professional Learning Requirements for Other Certified Professionals, Administrators, and District Leadership**

Aledo ISD leaders, whether at the district or campus level, are expected to model lifelong learning through active participation and application of professional learning in leadership. Aledo ISD will provide opportunities for all campus and district leaders to continue their learning through embedded job experiences and training offered through partners such as the Region 11 Service Center, TASP, TASB, AASPA, and other educational entities.

The purpose of leadership learning is to make leaders competent to function effectively and influence others to continuously improve instructional, cultural, and strategic operational practices that ultimately lead to student success.

## **Professional Learning Requirements for Late-Hire Employees**

Employees hired after the general contract report date will be required to attend make-up onboarding, training, and information sessions scheduled in partnership with the Curriculum & Instruction Department. Sessions may include but are not limited to required face-to-face professional learning time, video tutorials, campus-based professional learning time, webinars, etc.

- Flex Day requirements will be determined on a case-by-case basis.

## **Absenteeism and Making Up Professional Learning Sessions**

In the event of an absence during a district-scheduled professional learning day, the employee must inform their principal/supervisor of the absence and report it using the district's absence system in Frontline Absence Management.

The District expects all employees who miss campus-based and/or district-based professional learning sessions to make up the sessions within a reasonable amount of time.

- Campus-based professional learning sessions will be made up during an agreed-upon time between the campus administrator and the employee.
- District-based professional learning will be made up during an agreed-upon time between the district department offering the session(s) and the employee.
- If the employee is unable to complete the entire staff learning or workshop, they must check with the sponsoring Department/agency.
- In-depth and intensive training sessions often require participants to meet all attendance requirements in order to receive CPE credit.

## **State Board of Educator Certification (SBEC) Rules for Continuing Professional Education Credits**

The SBEC rules for CPE hours for renewal of certifications can be found [here](#).

The following credit types will be utilized in Aledo ISD.

- CPE
- FLEX
- GT
- ESL
- PREK

### **Acceptable CPE Activities**

Acceptable professional learning activities eligible for CPE credit include workshops, conferences, and clinics conducted by TEA-approved providers face-to-face or online. Undergraduate and graduate coursework related to the employee's job assignment completed through an accredited institution of higher education is also acceptable.

- Faculty meetings focusing on policies, procedures, and the dissemination of information are not recorded as CPE.
- Educational trips and field trips – personal or school-related – may not be applied toward CPE credit hours.

### **Undergraduate and Graduate Coursework**

Undergraduate and graduate coursework applicable to the employee's job assignment through an accredited institution of higher education (IHE) will be awarded as 1 credit hour equivalent to 1 CPE clock hour (1 semester credit hour equals 15 CPE hours).

Credit and credit type will be considered for approval with the submission of an official transcript. CPE credits will not be approved for any undergraduate and/or graduate coursework completed prior to the beginning of the next school year.

### **Independent Study**

Independent Study is an approved method to earn Continuing Professional Education (CPE) hours. The State Board of Educator Certification (SBEC) limits Independent Study CPE to 20% of the required clock hours during a five-year renewal period: 30 hours for the Standard Classroom Teacher Certificate and 40 hours for Standard Principal, Counselor, Librarian, Diagnostician, and Reading Specialist Certificates

## **Flex Days**

Flex days provide a way to exchange district-required professional learning time for 3 designated contract days in which the District is closed during the school year. The three days are “compensation” for attendance and participation in training sessions that occur during off-contract time. Given these parameters, flex credit will not be given for training that occurs during regular contract time (See Appendix F).

### [AISD Flex Guidelines 26-27](#)

## **Documentation of Professional Learning**

All AISD staff members are expected to sign-in for every district-led professional learning session they attend to serve as documentation of attendance.

- All Aledo ISD staff members that have been approved to attend professional learning are required to register their absence from the classroom in the Frontline Absence Management System under the “Professional Learning” category immediately, especially if a substitute is required.
- Aledo ISD staff can check their Aledo ISD portfolio summary in *Eduphoria! Strive*.
  - To receive credit, the staff member must sign in at every professional learning session conducted on campus and district professional learning days and attend the entire session.
  - Any staff member who does not sign in and stay for the entire session will be reported to their supervisor as being absent.
  - Documentation of and credit requests for professional learning attended outside the district is the responsibility of the individual staff member. The employee must receive proper documentation of attendance: date, title of session, CPE hours, provider number, and authorizing signature.

### **IMPORTANT:**

- Each employee is strongly encouraged to keep a personal file of previous years’ certificates not in Eduphoria! Strive as evidence of completion in the event of an SBEC audit. Before departure from Aledo ISD, each employee is responsible for printing a copy of their Eduphoria! Strive portfolio and all applicable certificates.

## **Approval of CPE Credits**

### *In-district professional learning courses:*

- Verify your attendance for each professional learning session by signing in at every professional learning session.
- Credit will be granted by the Curriculum & Instruction Department.

### ***Out-of-district professional learning offerings:***

- Obtain approval from the district and campus level to attend the course using the District Professional Learning Request [Form](#).
  - The course provider must be a TEA-approved provider and provide written documentation of the participant's attendance indicating:
    - CPE provider's name and provider number (CPE provider number for school districts, charters, private schools, and institutions of higher education is their assigned County/district number)
    - Educator's name
    - Date and content of the activity
    - Number of clock hours that count toward satisfying CPE requirements
    - Authorizing signature
- Register for the course.
- Enter absence in Absence Management as Professional Learning for substitute coverage.
- Complete all requirements for attendance of the course.
- Submit a request for credit by adding a new portfolio entry in Eduphoria! Strive (see Appendix E) which includes a copy of the course attendance certificate.
- Credit will be reviewed by the C&I Department to determine eligibility for approval of credit.

### **College Coursework**

Submit a request for credit by adding a new portfolio entry in Eduphoria! Strive (see Appendix D) including a copy of the employee's official grade report or transcript.

- Credit will be reviewed by the Curriculum & Instruction Department to determine eligibility for approval of credit.
- Credit will not be approved for courses taken before the current school year

### **Annual Compliance Trainings**

All employees will access the state-mandated training online through the Vector/Safe Schools records system at the beginning of the school year with training completion deadlines set by the Human Resources department.

Aledo ISD employees are required to participate annually in statutory professional learning training for all staff. The following list reflects mandatory compliance training. All mandatory training can be found by visiting the link below.

[Aledo ISD PL Requirements 26-27](#)

Aledo ISD Annual Compliance List may include but not limited to:

- General Ethics in the Workplace
- Sexual Harassment
- Standard Response Protocol
- Bloodborne Pathogens
- Bullying: Recognition and Response
- Bullying: Cyberbullying
- Cybersecurity Overview
- Discrimination Awareness in the Workplace
- FERPA
- Human Trafficking Awareness
- Medication Administration: Epinephrine
- Child Abuse: Mandatory Reporting
- Epilepsy and Seizure Information
- Dating Violence Identification and Prevention (Secondary Staff)

Additional training modules may be assigned at the time of hire and/or based on specific job responsibilities.

## **Stop the Bleed Training Opportunities**

The district is committed to providing comprehensive Stop the Bleed training and the use of bleeding control stations to ensure the safety of our school community.

The following groups will be included in yearly training sessions:

- Police Officers
- School Nurses
- Campus Administrators
- Front Office Staff
- Child Nutrition Employees

## **Training Schedule**

- **Staff Training:**  
All staff members will be offered training twice a year to ensure they are prepared to respond to emergency situations involving severe bleeding.
- **Student and Parent Training:**  
Students in grades 7-12, along with their parents, will also be offered training twice per year to empower the broader community with life-saving skills.

These sessions will cover essential techniques such as applying pressure, using tourniquets, and packing wounds. Dates for training sessions will be provided well in advance to allow for full participation.

## **Professional Learning for Serving Students with Dyslexia**

All teachers are required to complete annual TEA Dyslexia training. The annual training will be provided at each campus by the assigned dyslexia specialist/teacher. Additional updates are provided at the campus level by dyslexia specialists.

## ***Professional Learning for Serving Gifted and Talented Students***

As specified in 19 TAC §89.2 Professional Learning, each school district must ensure the following:

- Prior to assignment in the program, a teacher who provides instruction and services as a part of the program for gifted students must have a minimum of 30 hours of staff development that includes the nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.
- A teacher without the above-required training who provides instruction and services that are part of the gifted/talented program must complete the 30-hour training requirement by the end of the fall semester.
- A teacher who provides instruction and services that are part of the program for gifted students must complete annually a minimum of six hours of professional learning in gifted education. The annual update must be completed by the end of the fall semester.
- Administrators and counselors with authority for program decisions must complete at least six hours of professional learning that includes the nature and needs of gifted/talented students and program options.
- Aledo ISD offers 30-hour foundation training and opportunities for the 6-hour update annually.
- Aledo ISD is also a member of the ESC 11 Co-Op for Gifted and Talented Services, allowing teachers to attend workshops at reduced rates or for free. ESC 11 will provide the 30-hour foundation training each summer at no cost to teachers or campuses. Additionally, options for teachers to complete the required annual 6-hour update are through face-to-face professional learning at Region 11.
- Per available funding, the district pays for initial College Board PreAP/AP Summer Institute registration for teachers assigned to Honors (formally PreAP) and AP courses.
- Twelve hours of The College Board PreAP/AP Summer Institute may substitute for the curriculum and instruction requirements. The College Board PreAP/AP Institutes do not fulfill the nature and needs or assessing student needs components.

## **Professional Learning for Special Education Services**

- All teachers and campus administration will complete a Special Education/Section 504 annual compliance training.
- Crisis Intervention Prevention (CPI) training focuses on prevention and offers proven strategies for safely diffusing anxious, hostile, or violent behavior at the earliest possible stage. Initial, 6-hour CPI training is required for staff who have not attended CPI or whose CPI certification has lapsed. Upon completion of the initial CPI training, designated faculty must attend an annual three-hour CPI refresher session. CPI is an annual certification.

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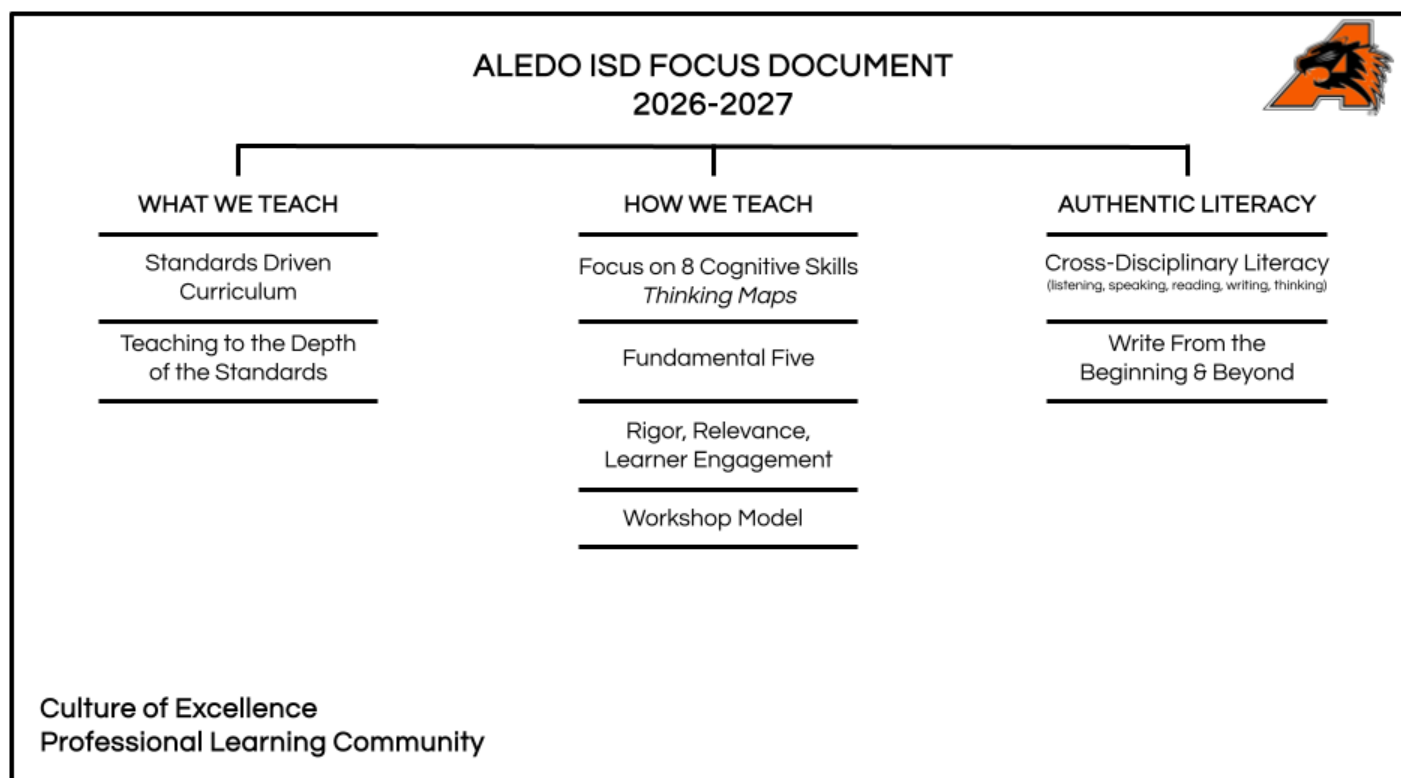
## CPI is required for the following employees:

- Select Special Education teachers and assistant teachers assigned to PRIDE, SLC, and Functional Academics including 1:1 staff/student assignments dependent upon student need.
- Campus Crisis Team, which minimally must include an administrator, a SPED teacher, a GE staff member; and any other faculty/staff designated by the principal.

## Aledo ISD District Professional Learning Focus

Aledo ISD is committed to implementing a consistent instructional focus that outlines high-leverage instructional priorities.

Below is a copy of the 2026-2027 Aledo ISD Instructional Focus:



## Appendix A

### Professional Learning Continuum by Topic/Content Area

| CURRICULUM & INSTRUCTION      |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                          |
|-------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Teachers - New to AISD</b> | New Teacher Academy | <ul style="list-style-type: none"> <li>→ All staff new to Aledo ISD will attend the 3-day New Teacher Academy that will provide new staff with professional learning that supports our district instructional focus.</li> <li>→ All new hires will receive the following foundational trainings:               <ul style="list-style-type: none"> <li>◆ Thinking Maps</li> <li>◆ Fundamental Five Overview</li> <li>◆ Workshop Model</li> <li>◆ PLC Process</li> <li>◆ Rigor, Relevance, Learning Engagement</li> </ul> </li> </ul> <p>REQUIRED TRAININGS:</p> <ul style="list-style-type: none"> <li>→ Abuse and Misconduct Reporting Requirements</li> <li>→ Trauma Informed Practices</li> <li>→ T-TESS (Canvas Module)</li> </ul> | <ul style="list-style-type: none"> <li>→ Ongoing professional learning will be provided based on identified needs throughout the school year.</li> </ul> |



|                                                               |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                          |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Teachers - new to AISD<br/>(with 0-3 years experience)</b> | <ul style="list-style-type: none"> <li>→ New Teacher Academy</li> <li>→ 0-3 Year New Teacher Program</li> </ul> | <ul style="list-style-type: none"> <li>→ All staff new to Aledo ISD with 0-3 years of teaching experience will participate in the AISD 0-3 Year New Teacher Program. In the 0-3 Year New Teacher Program, a mentor will be assigned to each staff member who will support the mentee throughout the school year.</li> <li>→ Strategic professional learning will be offered throughout the school year to provide timely support and resources.</li> </ul> | <ul style="list-style-type: none"> <li>→ Ongoing professional learning will be provided based on identified needs throughout the school year.</li> </ul> |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

| <b>ALL Instructional Staff</b> |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                         |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>All Teachers</b>            | <p>District Instructional Priorities</p> <ul style="list-style-type: none"> <li>→ The district instructional focus areas include: <ul style="list-style-type: none"> <li>◆ Professional Learning Community Process</li> <li>◆ MTSS/ RTI at Work</li> <li>◆ Thinking Maps</li> <li>◆ Fundamental Five</li> <li>◆ Workshop Model</li> <li>◆ Rigor, Relevance, Learner Engagement</li> </ul> </li> </ul> | <p>Professional learning will be provided based on identified needs throughout the school year. Offerings will be based on district goals, identified needs, evaluation of current professional learning offerings and program evaluation outcomes.</p> |

|                          |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>All Teachers</b>      | Eduphoria! Strive                 | <ul style="list-style-type: none"> <li>→ Using <i>Eduphoria! Strive</i> for professional learning enrollment, portfolios, T- TESS and Aware for assessment administration and student data analysis.</li> <li>→ Offerings will be based on district goals, identified needs, evaluation of current professional learning offerings, and program evaluation outcomes.</li> </ul>                                                                      |
|                          | Learning Management Systems (LMS) | <ul style="list-style-type: none"> <li>→ AISD utilizes Seesaw &amp; Canvas as instructional tools to support the creation, distribution, and management of educational content. <ul style="list-style-type: none"> <li>◆ PreK-2 Seesaw</li> <li>◆ 3-12 Canvas</li> </ul> </li> <li>→ Offerings will be based on district goals, identified needs, evaluation of current professional learning offerings, and program evaluation outcomes.</li> </ul> |
|                          | Skyward                           | <ul style="list-style-type: none"> <li>→ Navigation of Skyward <ul style="list-style-type: none"> <li>◆ taking attendance, building seating charts, creating assignments, entering grades, grade book settings, and accessing student profiles.</li> </ul> </li> <li>→ Offerings will be based on district goals, identified needs, evaluation of current professional learning offerings, and program evaluation outcomes.</li> </ul>               |
|                          | Instructional Technology          | <ul style="list-style-type: none"> <li>→ Offerings will be based on district goals, identified needs, evaluation of current professional learning offerings and program evaluation outcomes. Support includes: <ul style="list-style-type: none"> <li>◆ Meaningful Technology Integration</li> <li>◆ Canva</li> <li>◆ Seesaw</li> <li>◆ Canvas</li> <li>◆ etc.</li> </ul> </li> </ul>                                                                |
| <b>All Teachers</b>      | T-TESS (Campus-based)             | <ul style="list-style-type: none"> <li>→ Culture of Continuous Improvement</li> <li>→ Rubric Training Professional Goal Setting</li> <li>→ Student Growth Goal Setting Formative Evaluation Summative Evaluation</li> <li>→ Annual Update</li> </ul>                                                                                                                                                                                                 |
|                          | Gifted and Talented               | <ul style="list-style-type: none"> <li>→ 30 hours of professional learning including the nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.</li> <li>→ 6-Hour Annual Update</li> </ul>                                                                                                                                                                                       |
|                          | ESL                               | 6-Hour Annual Update                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>All PK-3 Teachers</b> | Reading Academy                   | 60-hour initial training for K-3 teachers                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>All K-2 Teachers</b>                                 | RLA                                                                                                                               | → Reading-mCLASS and Really Great Reading<br>→ Writing-Write from the Beginning and Beyond/The Writing Revolution                                                                                                                                                         |
| <b>All 3-12 RLA Teachers</b>                            | RLA                                                                                                                               | → Writing-Write from the Beginning and Beyond/The Writing Revolution<br>→ Primary Resource- (Pearson/Savvas for 3-5 and SpringBoard for 6-12) if they are teaching on-level classes                                                                                       |
| <b>All PK-12 Math Teachers</b>                          | Math                                                                                                                              | → Primary Resource - (Amplify Desmos for K-5 and STEMScopes for 6-Algebra I and McGraw Hill for Secondary Math)<br>→ Offerings will be based on district goals, identified needs, evaluation of current professional learning offerings, and program evaluation outcomes. |
| <b>All PK-12 Science and CTE science-based Teachers</b> | Science Safety Training and Certification: Required by law for anyone teaching a science-based course or in a laboratory setting. | Teachers receive 3-hour CPE credit each year for taking online courses. Teachers must make an 80% or higher to become certified.                                                                                                                                          |

| <b>Human Resources</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                    |
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| <b>All Staff</b>             | → <a href="#">Employee Handbook</a><br>→ All other Department Manuals & Procedures <a href="#">Child Development Center Handbook</a> , <a href="#">Transportation Handbook</a> , <a href="#">Child Nutrition Handbook</a> , <a href="#">Guest Teacher Handbook</a><br>→ Professional Development<br>→ Annual Compliance Training (Vector) - <a href="#">Linked Here</a><br>◆ All employees, including substitutes, seasonal, and part-time staff, will log in directly to the Vector/ Safe Schools platform |                                                                                                                                                                                                                    |
| <b>Human Resources Staff</b> | → Offerings based on district goals and identified needs of current PD offerings<br>→ TASPA<br>→ TASB                                                                                                                                                                                                                                                                                                                                                                                                       | → Basics of HR<br>→ Frontline<br>→ Frontline Central<br>→ Time & Attendance<br>→ Recruit& Hire<br>→ Absence Management<br>→ I-9<br>→ Skyward<br>→ Fingerprints Compliance<br>→ FMLA Guidelines<br>→ Annual Updates |

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| <b>Human Resources Professional</b> | <ul style="list-style-type: none"> <li>→ HR Staff</li> <li>→ C&amp;I NTO</li> </ul>                                                                                              | <ul style="list-style-type: none"> <li>→ Onboarding &amp; Orientation</li> <li>→ Compliance (Vector)</li> </ul>                                                                                               | → Department Led |
| <b>Human Resources Assistants</b>   | <ul style="list-style-type: none"> <li>→ HR Staff</li> <li>→ C&amp;I NTO</li> </ul>                                                                                              | → Onboarding & Orientation                                                                                                                                                                                    | → Department Led |
| <b>Human Resources Auxiliary</b>    | <ul style="list-style-type: none"> <li>→ HR Staff</li> <li>→ Department guided</li> </ul>                                                                                        | → Onboarding & Orientation                                                                                                                                                                                    | → Department Led |
| <b>Human Resources Substitutes</b>  | <ul style="list-style-type: none"> <li>→ HR Staff</li> <li>→ Frontline Resources</li> <li>→ Vector</li> <li>→ C&amp;I</li> </ul>                                                 | <ul style="list-style-type: none"> <li>→ Substitute Onboarding &amp; Orientation meetings</li> <li>→ Vector Compliance training -1st month of hire</li> </ul>                                                 |                  |
| <b>Business Office</b>              |                                                                                                                                                                                  |                                                                                                                                                                                                               |                  |
| <b>Business Office</b>              | <ul style="list-style-type: none"> <li>→ Attend Region XI Webinars</li> <li>→ Texas Education Agency resources.</li> <li>→ Skyward Trainings</li> <li>→ TASBO Classes</li> </ul> | <ul style="list-style-type: none"> <li>→ Region XI Webinars</li> <li>→ Weekly Publications and Monthly Meetings</li> <li>→ TASBO Monthly Lunch &amp; Learns</li> <li>→ Networking with other ISD's</li> </ul> |                  |

## Auxiliary Services

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| <b>ALEDO CDC</b>                | <ul style="list-style-type: none"> <li>→ Child Care   Texas A&amp;M AgriLife Learn</li> <li>→ Instructor from CDC</li> </ul>                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>→ CPR and First Aid</li> <li>→ Brain Development SIDS, Shaken Baby Syndrome</li> <li>→ Positive Guidance and Discipline</li> <li>→ Poison Prevention and Safety in Child Care Programs</li> <li>→ Managing Common Childhood Illnesses in Child Care</li> <li>→ Injury Prevention and Child Safety in Child Care Settings</li> <li>→ Emergency Planning for Child Care Providers</li> <li>→ Medication Administration in Child Care: Ensuring Children's Safety Infection Control in Child Care Settings</li> <li>→ Child Maltreatment: A Guide for Child Care Professionals</li> <li>→ Child Growth and Development</li> <li>→ Supporting the Establishment of Strong Peer and Adult-Child Relationships in the Inclusive Child Care Environment</li> <li>→ Supporting Children's Social and Emotional Development</li> <li>→ Teacher/Child Interactions</li> <li>→ Creating a Positive Learning Environment</li> <li>→ Taking Care of Yourself</li> <li>→ Conscious Discipline</li> <li>→ Classroom Management</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Child Nutrition Services</b> | <ul style="list-style-type: none"> <li>→ CN Orientation</li> <li>→ CN Staff Manual</li> <li>→ CN Food Safety Manual</li> <li>→ AISD Employee Handbook</li> <li>→ Kitchen 101</li> <li>→ Vector Training</li> <li>→ Food Handler Card</li> <li>→ Continuing Ed - Safety</li> <li>→ Stop the Bleed</li> <li>→ New Staff Training Worksheet</li> <li>→ 30 Day New Staff Evaluation</li> <li>→ 90 Day New Staff Evaluation</li> <li>→ Chef &amp; Vendor</li> <li>→ Back to School</li> </ul> | <p><b><u>CN ASST MANAGERS:</u></b></p> <ul style="list-style-type: none"> <li>→ Food Manager Cert</li> <li>→ New Manager Checklist</li> <li>→ Manager Manual</li> <li>→ Manager Mtg</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p><b><u>CN MANAGERS</u></b></p> <ul style="list-style-type: none"> <li>→ Food Manager Certification</li> <li>→ New Manager Train Checklist</li> <li>→ Manager Manual</li> <li>→ Meetings/Training</li> </ul> <p><b><u>DIRECTOR LEVEL:</u></b></p> <ul style="list-style-type: none"> <li>→ Food Manager Certification</li> <li>→ School Nutrition Specialist Credentialing</li> <li>→ ESC Credentialing ESC Director</li> <li>→ Updates/Training</li> <li>→ USDA/TDA/ESC Updates/Training</li> </ul> |

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| <b>Transportation Services</b>      | <ul style="list-style-type: none"> <li>→ Edward's Risk Management</li> </ul>                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>→ CPR Training</li> <li>→ Safe Schools Training</li> <li>→ Dry Runs</li> <li>→ SpEd Trainings</li> <li>→ First Aid/ Safety</li> <li>→ Compliance Training</li> </ul> |
| <b>Maintenance &amp; Operations</b> | <ul style="list-style-type: none"> <li>→ Edwards Risk Safety Trainings</li> <li>→ Lunch &amp; Learns: <ul style="list-style-type: none"> <li>Dormkabra</li> <li>Blackmon Mooring</li> <li>Firetrol</li> <li>Garland</li> <li>Weathershield</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>→ TASBO Training</li> <li>→ Licensed Training (Electrical, Plumbing, and IPM) Includes renewals &amp; continuing education.</li> <li>→ HVAC training</li> </ul>      |

## Special Programs

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| <b>Special Programs</b><br><br><b>Campus Administrators</b> | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance and alignment to the district mission and vision.</li> </ul> | <ul style="list-style-type: none"> <li>→ ARD processes and procedures</li> <li>→ Roles and Responsibilities of Special Programs support staff for the campus</li> <li>→ Special Programs Handbook Training (Administrator Toolkit)</li> <li>→ Section 504 Processes</li> <li>→ Behavior Consult forms and processes</li> <li>→ Legal Updates</li> <li>→ Success Ed Training</li> <li>→ Quality indicators in self-contained classrooms and inclusion and resource settings.</li> <li>→ CPI (for administrator on the Bearcat Response Team)</li> <li>→ LRE Guidance Process</li> <li>→ AISD district-wide programming options and the continuum of services</li> <li>→ Standards-based IEP training</li> </ul> | <ul style="list-style-type: none"> <li>→ Legal Updates</li> <li>→ Updates to Special Programs Handbook (Administrator toolkit)</li> <li>→ CPI (for administrator on the Bearcat Response Team)</li> <li>→ IEP/ARD Facilitation</li> </ul> | <ul style="list-style-type: none"> <li>→ Legal Updates</li> <li>→ Updates to Special Programs Handbook (Administrator toolkit)</li> <li>→ CPI (for administrator on the Bearcat Response Team)</li> <li>→ Advanced IEP/ARD Facilitation</li> </ul> |
| <b>Special Programs</b><br><br><b>Administrative Staff</b>  | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance and alignment to the district mission and vision.</li> </ul> | <ul style="list-style-type: none"> <li>→ Skyward</li> <li>→ Special Ed IEP Management System</li> <li>→ Special Programs Handbook</li> <li>→ Service Logs/SHARS</li> <li>→ Legal Updates</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>→ Legal Updates</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>→ Legal Updates</li> </ul>                                                                                                                                                                                  |

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| <b>Special Programs Clerks</b>           | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance and alignment to the district mission and vision.</li> </ul> | <ul style="list-style-type: none"> <li>→ 504/IEP Management</li> <li>→ System</li> <li>→ Meeting</li> <li>→ Notices/Requirements (IEP/504)</li> <li>→ Special Programs Handbook Legal Updates</li> <li>→ Filing Procedures</li> </ul> | <ul style="list-style-type: none"> <li>→ 504/IEP Management System Refresher</li> <li>→ Meeting</li> <li>→ Notices &amp; Requirements (IEP/504) Refresher</li> <li>→ Special Programs Handbook</li> <li>→ Legal Updates</li> </ul>                                      | <ul style="list-style-type: none"> <li>→ Legal Updates</li> </ul> |
| <b>Special Programs 504 Coordinators</b> | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance and alignment to the district mission and vision.</li> </ul> | <ul style="list-style-type: none"> <li>→ 504 Management System 504 Evaluation</li> <li>→ 504 Plan Development</li> <li>→ Special Programs Handbook Homebound Services</li> <li>→ Legal Updates</li> </ul>                             | <ul style="list-style-type: none"> <li>→ 504 Management System Refresher</li> <li>→ 504 Evaluation Refresher</li> <li>→ 504 Plan Development Refresher</li> <li>→ Special Programs Handbook</li> <li>→ Homebound Services Refresher</li> <li>→ Legal Updates</li> </ul> | <ul style="list-style-type: none"> <li>→ Legal Updates</li> </ul> |

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| <b>Special Programs Diagnosticians</b> | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance</li> </ul> | <ul style="list-style-type: none"> <li>→ Legal Updates</li> <li>→ Testing Updates/New Assessment Batteries</li> <li>→ IEP Development &amp; Best Practices</li> <li>→ Success- Ed</li> <li>→ Adobe Pro</li> <li>→ Q-Interactive &amp; Other online programs (WJ, CPPS, MHS, WPS, PARi etc.)</li> <li>→ SPED Handbook</li> <li>→ Processes for evaluation (C SEP, PPA, etc)</li> <li>→ Peer Review and District SPED Procedures</li> <li>→ COSF or Transition dependent on grade level Continuum of Services</li> <li>→ Outlook: Calendar Expectations</li> </ul> | <ul style="list-style-type: none"> <li>→ Legal Updates</li> <li>→ Testing Updates/New Assessment Batteries</li> <li>→ IEP Development &amp; Best Practices</li> <li>→ Processes for evaluation (C-SEP, PPA, etc)</li> <li>→ Adobe Pro</li> <li>→ Q-Interactive &amp; Other online programs (WJ, CPPS, MHS, WPS, PARi etc.)</li> <li>→ District SPED</li> <li>→ Procedure Changes</li> </ul> | <ul style="list-style-type: none"> <li>→ Legal Updates</li> <li>→ Testing Updates/New Assessment Batteries</li> <li>→ IEP Development &amp; Best Practices</li> <li>→ Adobe Pro</li> <li>→ Q-Interactive &amp; Other online programs (WJ, CPPS, MHS, WPS, PARi etc.)</li> <li>→ District SPED</li> <li>→ Procedure Changes</li> </ul> |
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|                                                |                                                                                                                                                                         | <ul style="list-style-type: none"> <li>→ Google Shared Folders</li> <li>→ Referral Panel</li> <li>→ Standards Based IEPs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                             |
| <b>Special Programs</b><br><br><b>Dyslexia</b> | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance, Dyslexia Handbook, and alignment to the district and special programs' mission and vision.</li> </ul> | <ul style="list-style-type: none"> <li>→ Efficiency Tools</li> <li>→ MTA or RBD training as appropriate</li> <li>→ Success Ed training</li> <li>→ Eduphoria - create monitor list</li> <li>→ Dyslexia Progress Reports</li> <li>→ Google: Dyslexia Shared Drive</li> <li>→ Special Programs Handbook</li> <li>→ Student Liaison duties training</li> <li>→ How to read an IEP</li> <li>→ ARD Prep - PLAAFP writing</li> <li>→ Dyslexia Data Collection &amp; Documentation - Student Files</li> <li>→ Learning Ally &amp; Typing Club training</li> <li>→ Basic District AT training</li> <li>→ Standards Based IEPs</li> </ul> | <ul style="list-style-type: none"> <li>→ MTA or RBD training as appropriate</li> <li>→ Success Ed training</li> <li>→ Special Programs Handbook</li> <li>→ Google: Dyslexia Shared Drive</li> <li>→ 504 Processes - Student Liaison duties</li> <li>→ ARD Prep - PLAAFP writing</li> <li>→ Dyslexia Data Collection &amp; Documentation - Student Files</li> <li>→ Learning Ally &amp; Typing Club</li> <li>→ Basic District AT training</li> <li>→ Legal Updates</li> </ul> | <ul style="list-style-type: none"> <li>→ Success Ed training</li> <li>→ Special Programs Handbook Updates</li> <li>→ ARD Prep</li> <li>→ Student Liaison duties updates</li> <li>→ Legal Updates</li> </ul> |

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| <b>Special Programs</b><br><br><b>Behavior</b> | <p>IDEA and TEA compliance and alignment to the district mission and vision.</p> | <ul style="list-style-type: none"> <li>→ Functional Behavior Assessment and Behavior Intervention Training</li> <li>→ Social Emotional Learning Training</li> <li>→ Emotional Disability Training for Older Students</li> <li>→ CPI Training (Depending on if there is previous training)</li> <li>→ SuccessEd</li> <li>→ SHARS Billing/Service Logs</li> <li>→ School Psychologist/SPED Counselor</li> <li>→ Protocols</li> <li>→ Progress Reports</li> <li>→ Certification/Licensing</li> <li>→ Training</li> <li>→ Everyday Speech</li> <li>→ Special Program Handbook ARD Prep Form</li> </ul> | <ul style="list-style-type: none"> <li>→ Functional Behavior Assessment and Behavior Intervention Training</li> <li>→ Social-Emotional Learning Training</li> <li>→ Emotional Disturbance Training for Older Students</li> <li>→ CPI Training (Depending on if there is previous training)</li> <li>→ Everyday Speech</li> <li>→ Legal Updates</li> <li>→ Special Programs Handbook Update</li> </ul> | <ul style="list-style-type: none"> <li>→ Functional Behavior Assessment and Behavior Intervention Training</li> <li>→ Social-Emotional Learning Training</li> <li>→ Emotional Disturbance</li> <li>→ Training for Older Students</li> <li>→ Everyday Speech</li> <li>→ Legal Updates</li> <li>→ Special Programs Handbook Updates</li> </ul> |
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Aledo ISD

Revised: July 2026

Board Approved: TBD

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|                              |                                                                                                                               | <ul style="list-style-type: none"> <li>→ and</li> <li>→ Responsibilities</li> <li>→ Legal Updates</li> <li>→ Standards Based IEPs for Evaluators</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                       |
| <b>Special Programs SLPs</b> | <ul style="list-style-type: none"> <li>→ IDEA and TEA compliance and alignment to the district mission and vision.</li> </ul> | <ul style="list-style-type: none"> <li>→ SuccessEd Evaluation</li> <li>→ ARD prep</li> <li>→ Progress Reports</li> <li>→ Running reports</li> <li>→ SHARS Billing/Service Logs Adobe Pro</li> <li>→ Q-interactive</li> <li>→ Q-global</li> <li>→ SPED Handbook</li> <li>→ Everyday Speech</li> <li>→ Data Collection Sheets</li> <li>→ Outlook: Calendar/Email Groups</li> <li>→ Google Shared Folders</li> <li>→ Standards Based IEPs for Evaluators and Standards Based IEPs for Service Providers</li> <li>→ Aledo ISD Speech Disability Criteria</li> <li>→ Testing Batteries</li> <li>→ COSF</li> <li>→ Speech Referrals</li> <li>→ REED</li> <li>→ ARD Prep Form</li> <li>→ PLAAFP</li> <li>→ Processes for Evaluation</li> <li>→ Student Liaison</li> <li>→ Responsibilities</li> <li>→ Legal Updates</li> <li>→ AT/AAC Processes and Training</li> <li>→ Peer Review</li> </ul> | <ul style="list-style-type: none"> <li>→ SuccessEd-Refresher Evaluation</li> <li>→ ARD prep</li> <li>→ Progress Reports</li> <li>→ Running reports</li> <li>→ SHARS</li> <li>→ Billing/Service</li> <li>→ Logs</li> <li>→ Adobe</li> <li>→ Q-interactive</li> <li>→ Q-global</li> <li>→ SPED Handbook</li> <li>→ Data Collection</li> <li>→ Sheets</li> <li>→ Outlook:</li> <li>→ Calendar/Email Groups</li> <li>→ Disability Related IEP's</li> <li>→ Aledo ISD Speech Disability Criteria</li> <li>→ Testing Batteries</li> <li>→ COSF</li> <li>→ Speech Referrals</li> <li>→ REED</li> <li>→ PLAAFP</li> <li>→ Legal Updates</li> <li>→ Student Liaison Responsibilities</li> <li>→ AT/AAC Processes and Training</li> </ul> | <ul style="list-style-type: none"> <li>→ Aledo ISD Speech Disability Criteria</li> <li>→ Testing updates/New batteries</li> <li>→ SPED Handbook</li> <li>→ Speech Referrals</li> <li>→ Legal Updates</li> <li>→ SHARS</li> <li>→ Billing/Service Logs</li> <li>→ Student Liaison Responsibilities</li> <li>→ AT/AAC Processes and Training</li> </ul> |

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| <b>Special Programs<br/>Related Services</b>     | → IDEA and TEA compliance that aligns with the district mission and vision   | → SHARS billing/Service Logs<br>→ Adobe<br>→ AT related technology<br>→ Requisition process<br>→ Special Programs Handbook<br>→ Feeding training<br>→ AT training<br>→ Sensory Interventions<br>→ CVI training for IEP implementation<br>→ IEP development and implementation<br>→ Standards Based IEPs for Evaluators                                                                                                                                                                                     | → Feeding Training<br>→ AT training<br>→ Sensory Processing<br>→ CVI training<br>→ Protocol training for specific usage<br>→ Neurodevelopmental Training | → Feeding Team<br>→ CVI<br>→ Neurodevelopmental Training<br>→ AT team<br>→ Autism team consultant<br>→ Process developer for RS |
| <b>Special Education<br/>Program Specialists</b> | → IDEA and TEA compliance that aligns with the District's mission and vision | → Skyward/Registration Programming<br>→ Special Ed IEP Management Program<br>→ Disability Related Standards based on IEPs<br>→ Instructional Coaching<br>→ Diagnostic Assessment<br>→ Reports<br>→ Eduphoria - Reports and Uploads- Audit Logs -<br>→ Approval Monitor Lists<br>→ Adobe Pro<br>→ Annual Compliance Training<br>→ Special Programs Handbook<br>→ Transition Process<br>→ COSF Process<br>→ AISD Continuum of Services<br>→ ARD Prep Process<br>→ District AT Training<br>→ Efficiency Tools | → Instructional<br>→ Coaching - alignment with district PLC model<br>→ Annual Compliance Training<br>→ Legal Updates                                     | → Instructional<br>→ Coaching<br>→ Annual Compliance Training<br>→ Legal Updates                                                |

|                                                                  |                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                        |
|------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Special Programs<br/>Special Education<br/>Teachers</b>       | → IDEA and TEA Compliance that aligns with the district's mission and vision. | → Special Ed IEP Management System<br>→ Student Liaison<br>→ Responsibility<br>→ Efficiency Tools<br>→ Access to alternative curriculum<br>→ Service Logs/SHARS Billing<br>→ Progress Reports<br>→ AT Resources (such as Snap and Read, Kami)<br>→ Program Specific Training (ICS, FA, PRIDE, SLC, etc.)<br>→ Special Programs Handbook<br>→ Legal Updates<br>→ COSF Training (Kinder and below)<br>→ Community-Based Training Transition (Secondary)<br>→ Least Restrictive Environment (Continuum of Services)<br>→ Standards Based IEPs | → Student Liaison Responsibility<br>→ Legal Updates<br>→ Special Programs Handbook<br>→ Service Logs/SHARS Billing<br>→ IEP Development Refresher<br>→ AT Resources Refresher<br>→ Progress Reports Refresher<br>→ COSF Training (Kinder and below) Refresher<br>→ Community-Based Training Refresher<br>→ Least Restrictive Environment (Continuum of Services)<br>→ Transition (Secondary) Refresher | → Student Liaison Responsibility<br>→ VI teacher/TSBVI for district<br>→ APE<br>→ Student Liaison Responsibility (Changes)<br>→ Legal Updates<br>→ Special Programs Handbook (Changes) |
| <b>Special Programs<br/>Special Education<br/>Asst. Teachers</b> | → IDEA and TEA Compliance that aligns with the district's mission and vision. | → Responsibilities<br>→ Service Logs<br>→ AT Resources (such as Snap and Read Kami)<br>→ How to read an IEP<br>→ Program Specific Training (ICS, FA, PRIDE, SLC, etc.)<br>→ Special Programs Handbook<br>→ Community-Based Training<br>→ SHARS Documentation                                                                                                                                                                                                                                                                               | → Responsibilities<br>→ Service Logs<br>→ AT Resources (such as Snap and Read Kami)<br>→ How to read an IEP Program<br>→ Specific Training (ICS, FA, PRIDE, SLC, etc.)<br>→ Special Programs Handbook<br>→ Community-Based Training Refresher                                                                                                                                                          | → Special Programs Handbook (Changes)                                                                                                                                                  |

|                                                   |                                                                               |                                                                                                                                                                                                                           |                                                                                               |                                                                                               |
|---------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>Special Programs<br/>Transition Specialist</b> | → IDEA and TEA Compliance that aligns with the district's mission and vision. | → Role and Responsibilities<br>→ Special Programs Handbook<br>→ Special Education IEP Management System<br>→ Transition Assessments and Plans<br>→ Community Based Instruction<br>→ Adobe Pro<br>→ Transition Supplements | → Special Programs Handbook Updates<br>→ Legal Updates<br>→ Role and Responsibilities Updates | → Special Programs Handbook Updates<br>→ Legal Updates<br>→ Role and Responsibilities Updates |
| <b>Special Programs<br/>ARD Managers</b>          | → IDEA and TEA Compliance that aligns with the district's mission and vision. | → Role and Responsibilities<br>→ Special Programs Handbook<br>→ Special Education IEP Management System<br>→ Adobe Pro<br>→ ARD Notices<br>→ Outlook Campus Calendars                                                     | → Special Programs Handbook Updates<br>→ Legal Updates<br>→ Role and Responsibilities Updates | → Special Programs Handbook Updates<br>→ Legal Updates<br>→ Role and Responsibilities Updates |

| Student Services            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Student Services Nurses     | <ul style="list-style-type: none"> <li>→ ERP</li> <li>→ Student Care</li> <li>→ Wellness Center</li> <li>→ Telemedicine</li> </ul>                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>→ AED</li> <li>→ Concussion</li> <li>→ Seizure Recognition</li> <li>→ Bearcat Care MedPods</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| Student Services Counseling | <ul style="list-style-type: none"> <li>→ Comprehensive School Counseling</li> <li>→ Counselor evaluation aligned to Texas Model</li> </ul>                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>→ Texas Model for Comprehensive School Counseling Programs</li> <li>→ Aledo ISD Framework for School Counseling Texas Evaluation Model for Professional School Counselors, 3rd edition (TEMPSC-III)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Safety & Security           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| Police                      | <ul style="list-style-type: none"> <li>→ Firearms Training &amp; Qualification</li> <li>→ Standard Response Protocol Training for all staff</li> <li>→ Case Management Training</li> <li>→ Policy Review</li> <li>→ De-escalation / Behavior response training</li> <li>→ Behavioral Threat Assessment training</li> <li>→ Mandatory SBLE Training</li> <li>→ Standard Reunification Method training for officers, administrators, and support staff</li> </ul> | <ul style="list-style-type: none"> <li>→ Required annual firearms proficiency and qualification for officer weaponry.</li> <li>→ Review of tactics for officer response to an active threat/emergency (SRP)</li> <li>→ Ensure staff can utilize all departmental systems for effective reporting, tracking, and compliance, such as report writing system, camera system, citations, and all forms</li> <li>→ Each Campus officer will provide campus training on SRP</li> <li>→ On-line training completion for TCOLE, SBLE, etc.</li> <li>→ Review of updates related to state, local, and district policies</li> <li>→ Provide initial and full-scale reunification training</li> </ul> |  |

| Technology                              |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                          |                                                                                                                                                         |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Technology Help Desk Technicians</b> | → Basics of IncidentIQ help desk and inventory system.                                                                                                                                                                                                                                                      | → CompTIA A Certification                                                                                                                                                                                                                                                                                                                                                                                                             | → CompTIA Network+ Certification                                                                                                                                                                                                                                         |                                                                                                                                                         |
| <b>Technology Network Engineers</b>     | → Basics of IncidentIQ help desk and inventory system                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                          |                                                                                                                                                         |
| <b>Technology Server Engineers</b>      | → Basics of IncidentIQ help desk and inventory system.                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                          |                                                                                                                                                         |
| <b>Technology PEIMS</b>                 | <ul style="list-style-type: none"> <li>→ Attend Region XI</li> <li>→ Webinars offered regularly on</li> <li>→ Upcoming PEIMS items. Texas Education</li> <li>→ Agency resources.</li> <li>→ Review Student Attendance Accounting Handbook – TEA guide to all things</li> <li>→ PEIMS/ Attendance</li> </ul> | <ul style="list-style-type: none"> <li>→ Train with outgoing PEIMS clerk when available</li> <li>→ PEIMS Coordinator visits to review basic PEIMS</li> <li>→ Region XI Webinar/Records Trainings for Ascender</li> <li>→ PEIMS/Attendance Weekly Publication</li> <li>→ PEIMS/Attendance Monthly Meetings</li> <li>→ Specific Training with Coordinator as necessary</li> <li>→ Networking with other PEIMS clerks in AISD</li> </ul> | <ul style="list-style-type: none"> <li>→ Region XI Webinars PEIMS/Attendance Weekly Publication</li> <li>→ PEIMS/Attendance Monthly Meetings</li> <li>→ Specific Training with Coordinator as necessary</li> <li>→ Networking with other PEIMS clerks in AISD</li> </ul> | <ul style="list-style-type: none"> <li>→ Region XI Webinars PEIMS/Attendance Weekly Publication</li> <li>→ PEIMS/Attendance Monthly Meetings</li> </ul> |

## Appendix B

### 2026-2027 Professional Learning Calendar by Department

Aledo ISD strives to offer professional learning opportunities to all staff on a rotating basis. Professional Learning (PL) days that are not district-wide are based at individual campuses.

| Department              | August<br><br>BOY PD                                                                                                                                       | October / November<br><br>Fall PD                                                    | January / February<br><br>Winter PD                                                             | March ½ day<br><br>Spring PD                                              |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <b>C&amp;I</b>          | New Teacher Academy Curriculum and Instruction/ESL/SPED Professional Learning<br>Core Content Professional Learning/Curriculum Mapping for Grading Cycle 1 | Core Content Professional Learning/Curriculum Mapping for Grading Cycle 2            | Core Content Professional Learning/Curriculum Mapping for Grading Cycle 3                       | Core Content Professional Learning/Curriculum Mapping for Grading Cycle 4 |
| <b>GT</b>               | GT Collaboration team: Process new enrollees and BOY testing preparation                                                                                   | GT Collaboration team: Community Connections                                         | GT Collaboration team: Kinder testing preparation                                               | GT Collaboration team: EOY Planning                                       |
| <b>CTE</b>              | CTE Summit                                                                                                                                                 | CTE Goal Setting/Advisory Committee Meeting                                          | CTE Community Connections                                                                       | CTE Advisory Committee Meeting                                            |
| <b>Fine Arts</b>        | Fine Arts Required Training<br><br>2026-2027 Theme Reveal and Discussion<br><br>Fine Arts Collaboration Teams                                              | Fine Art Collaboration Teams                                                         | Fine Art Collaboration Teams                                                                    | Fine Art Collaboration Teams                                              |
| <b>Special Programs</b> | Beginning-of-year updates and training related to special education procedures, instructional                                                              | Professional learning focused on instructional practices, accommodations/modificatio | Mid-year professional learning and updates related to special education programming, compliance | Targeted professional learning based on district and campus needs,        |

Aledo ISD

Revised: July 2026

Board Approved: TBD



|                                                    |                                                                                                              |                                                                                               |                                                                                         |                                                                                                                      |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|                                                    | supports, compliance expectations, district resources, and service delivery practices.                       | ns, specially designed instruction, curriculum access, and student support strategies.        | requirements, progress monitoring, instructional resources, and implementation support. | including special education resources, instructional practices, compliance updates, and student support initiatives. |
| <b>Student Services Counseling</b>                 | Health Services Updates<br><br>Counselor Welcome and Kickoff!!                                               | Health Services Updates/Procedures<br><br>Current Trends in Mental Health & School Counseling | Health Services Updates/Procedures<br><br>New Year, New Tools for Counselors!           | EOY Procedures<br><br>Honing Counseling Skills for Kids!                                                             |
| <b>Office Staff</b><br><br>📅 2026-2027 Office S... | BOY Kick-Off<br><br>Policies & Procedures                                                                    | Customer Service & Communication                                                              | Customer Service & Communication                                                        | N/A                                                                                                                  |
| <b>PE/Athletics</b>                                | Connecting & Learning<br><br>Coaching Orientation and Expectations                                           | Collaboration - Teams<br>UIL/CCP<br>First Aide                                                | Collaboration - Teams<br><br>CPR/AED & Concussion Training<br><br>FitnessGram           | EOY Wrap Up                                                                                                          |
| <b>Police/Safety &amp; Security</b>                | Police Systems Production & Training<br>Standard Response Protocol<br>Raptor Training<br>Informacast Updates | Weapons Training / Qualification                                                              | Police Systems/ General Order Training & Review                                         | Spring Physical Fitness Testing                                                                                      |
| <b>Technology</b>                                  | Empowering Customer Service: Skills for Success                                                              | Cyber Threat Awareness: Safeguarding our AISD Data                                            | Foundations of Avigilon: Essential Training for Security                                | Optimizing Chromebook Deployment and Management                                                                      |
| <b>Maintenance &amp;</b>                           | New Facilities Orientation                                                                                   | Liquid applied roof coatings                                                                  | Disaster recovery                                                                       | Plumbing procedures                                                                                                  |

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|                                 |                                                                                        |                                          |                         |                        |
|---------------------------------|----------------------------------------------------------------------------------------|------------------------------------------|-------------------------|------------------------|
| <b>Operations</b>               |                                                                                        |                                          |                         |                        |
| <b>Child Nutrition Services</b> | New Point of Sale System training;<br><br>Civil Rights Training<br><br>BTS Information | Manager Meeting<br><br>Safety Meeting    | No Training - Prep. Day | No Training - Prep Day |
| <b>Transportation</b>           | Department Trainings DOT Regulations<br>First Aide/CPR<br>Active Shooter<br>Vector     | Safety Meeting<br><br>Department Updates | Safety Training         | EOY Updates            |

## **Appendix C**

### **District-Mandated Compliance Training by Department**

Aledo ISD staff will complete all compliance training through Vector.

All other staff-required training will be completed by the Departments through established professional learning days throughout the school year.

| <b>Vector Training Title</b>                          | <b>Staff Target</b>                      | <b>Minutes<br/>New Staff</b> | <b>Minutes<br/>Returning Staff</b> |
|-------------------------------------------------------|------------------------------------------|------------------------------|------------------------------------|
| <b>ACTIVE COURSES</b>                                 |                                          |                              |                                    |
| General Ethics in the Workplace                       | Professional                             | 25                           | 25                                 |
| Aledo ISD: Sexual Harassment                          | All Staff                                | 40                           | 40                                 |
| Aledo ISD: Standard Response Protocol                 | All Staff                                | 10                           | 10                                 |
| Bullying: Recognition & Response                      | All Staff                                | 55                           | 24                                 |
| Bullying: Cyberbullying                               | Professional                             | 0                            | 24                                 |
| Cybersecurity Overview                                | All Staff - except CN and Transportation | 15                           | 15                                 |
| Dating Violence: Identification and Prevention        | Professional - Secondary                 | 34                           | 34                                 |
| Discrimination Awareness in the Workplace             | All staff                                | 23                           | 23                                 |
| Epilepsy and Seizure Information for Schools          | All Staff                                | 7                            | 7                                  |
| FERPA: Confidentiality of Records                     | All Staff                                | 18                           | 18                                 |
| Human Trafficking Awareness                           | All Staff                                | 3                            | 3                                  |
| Medication Administration: Epinephrine Auto-Injectors | All Staff                                | 21                           | 21                                 |
| <b>TOTAL MINUTES</b>                                  |                                          | <b>251</b>                   | <b>244</b>                         |

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Board Approved: TBD*

## **Appendix D**

### **Out-of-District Professional Learning Request Form**

**Stage 1:** AISD staff will submit their professional learning requests in the form linked below

[Aledo ISD Professional Learning Request Form](#)

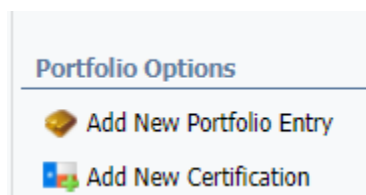
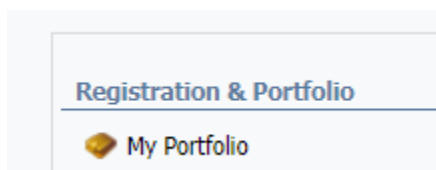
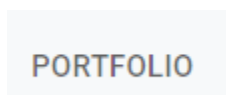
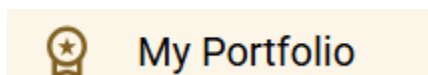
**Stage 2 & 3:** The campus principal and department evaluates and approves the requests, ensuring alignment with the district's vision and resource allocation.

## Appendix E

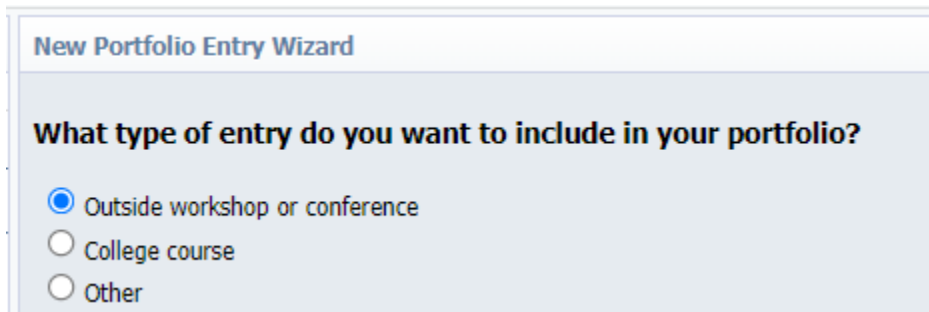
### Requesting Credit in Eduphoria! Strive

When you attend professional learning outside the district through conferences, ESC service center workshops, or college courses, add these items to your portfolio for accurate professional learning record-keeping. Before attending professional learning sessions outside of the district, employees should seek to verify with their supervisors, directors, or content coordinators that an approved provider conducts the course.

- In *Eduphoria! Strive*, click on “My Portfolio”.
- Select “Portfolio” Once in your “Portfolio,” click on “My Portfolio” and then “Add New Portfolio Entry” to open the “New Portfolio Entry Wizard.”



- In the **“New Portfolio Entry Wizard,”** select either **“Outside workshop or conference”** or **“College course.”**

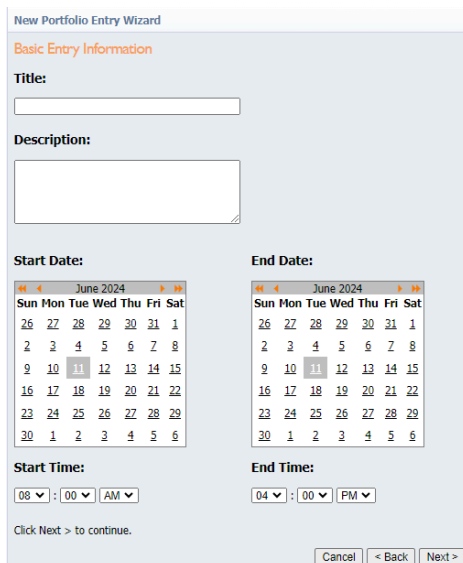


**New Portfolio Entry Wizard**

**What type of entry do you want to include in your portfolio?**

☒ Outside workshop or conference  
☐ College course  
☐ Other

- Click “**Next**” at the bottom right to move to the next section.
- Enter the “**Title**” of the workshop or college course.
- Enter a “**Description**” of the course that includes the learning outcomes for the course.
- Use the calendars to enter the “**Start Date/End Date.**”
- Set the “Start Time/End Time” for the course.



**New Portfolio Entry Wizard**

**Basic Entry Information**

**Title:**

**Description:**

**Start Date:**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 1   | 2   | 3   | 4   | 5   | 6   |

**End Date:**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 1   | 2   | 3   | 4   | 5   | 6   |

**Start Time:**  
 08 : 00 AM

**End Time:**  
 04 : 00 PM

Click Next > to continue.

- For “**Credit Type,**” enter the number of hours you earned based on your certificate and the corresponding credit.
  - Choose “**CPE**” for content-specific courses.

- Choose **“GT”** for GT-specific courses used to meet the 30-hour or 6-hour requirements.
- Choice credits for Flex Day requirements may be in any combination of outside the contract day credit types.
- *Also, enter the credits in **“Texas SBEC CPE”** as you will want the credits to be listed for your certification renewal.*
- Enter any comments needed to provide additional context to the staff responsible for reviewing your request.
- Click **“Next”** at the bottom right.

**New Portfolio Entry Wizard**

**Credit Types**

**Value of district credit requested:**

|          |                                |
|----------|--------------------------------|
| CPE      | <input type="text" value="0"/> |
| ESL      | <input type="text" value="0"/> |
| Flex     | <input type="text" value="0"/> |
| GT       | <input type="text" value="0"/> |
| GT / ESL | <input type="text" value="0"/> |
| PreK     | <input type="text" value="0"/> |

**Comments about the credit request:**

- Under **“Frameworks and Dimensions,”** use the **“+”** to open the **“T-TESS”** or **“T-PESS”** dimensions and select the dimensions aligned to your credit request.
- Click **“Next.”**
- Upload files to verify your attendance such as a certificate or reflection document, select Choose File and browse to the document to upload. You can upload up to 3 files on this screen.

The screenshot shows a web form titled "New Portfolio Entry Wizard". Below the title is a section labeled "Upload Attachments" in orange text. Under this section, there is a "Choose File" button and the text "No file chosen". Below the upload section is a label "Description:" followed by a large, empty text area for input.

- Click Finish to close the Portfolio Wizard.

After you finish the wizard, you can go back to the request under My Portfolio to add notes, attach additional documents, select credit type, and attach goals (if enabled in your district) before submitting the credit for review



## Appendix F

### Flex Day Guidelines

## **Aledo ISD Flex Day Guidelines 2026-2027**

### **WHAT ARE FLEX DAYS?**

Flex days provide a way to exchange district-required professional learning time for 3 designated contract days during the school year. The three days are “compensation” for attendance and participation in training sessions that occur during off-contract time. Given these parameters, flex credit will not be given for training that occurs during regular contract time. Accumulation of the three flex days (May 24th, May 25th, May 26th, 2027) begins May 28th, 2026 and ends April 2nd, 2027.

### **WHAT POSITIONS NEED TO EARN FLEX CREDIT?**

Teachers  
Librarians  
Digital Learning  
Professionals  
Instructional  
Specialists

Campus Counselors  
District Lead Nurse  
Registered Nurses

### **GENERAL INFORMATION**

**ALL FLEX STAFF** MUST complete a minimum of 18 hours of professional learning. These days are applied to each employee’s scheduled work calendar.

**LATE HIRES** will still be expected to complete a minimum of 18 hours professional learning. Depending on the employee’s official start day, the flex credit due date may be adjusted with approval from the Assistant Superintendent of Curriculum & Instruction.

**PART-TIME STAFF** Employees who work less than 20 hours must complete 9 hours of professional learning. Employees who work 20 hours or more must complete 18 hours of professional learning.

**FLEX STAFF** must have approval from principal and from the Assistant Superintendent of Curriculum & Instruction for any professional learning that occurs outside of Aledo ISD.

If an employee is receiving compensation from any source for attending/presenting, the activity is not eligible for flex day credit.

Leave days cannot be used to attend professional learning for flex day credit.

Employees who do not complete the 18 hours by April 2nd, 2027, will have a reduction in pay at their daily rate, dependent upon how many hours are verified as complete.

Payroll deduction will be on the June paycheck.

Professional Learning for flex days **MUST**:

Relate to the current teaching assignment, area of content certification, technology, and/or District initiatives.

Occur on non-duty days, or outside of normal duty work hours between May 28th, 2026 and April 2nd, 2027

Credit May Be Given for:

On-line / virtual professional learning (If it is not district required or district provided training, then it must be approved by campus principal, see specifications below)

Weekend conferences and conferences off contract time

Summer training sessions in and out of district

New Hire required training

GT and ESL 6 hour yearly update if the training occurs off contract time

3 hours of flex credit for completing Vector compliance training. Credit will only be granted for the district-required modules, and employees will receive flex credit only for the actual number of training hours completed.

Obtaining Commercial Driver's License (CDL) and/or 20 hour Driver Certification Class/ 8 hour Renewal of CDL

Presenting training at the district level (see specifications below)

District Just in Time Training (see specifications below)

Up to 9 hours for book study (see specifications below)

Up to 9 hours for coaching clinics (see specifications below)

Up to 6 hours for graduate work that is related to current role (see specifications below)

#### **PROOF OF OUT OF DISTRICT PROFESSIONAL LEARNING**

Must be provided through a certificate of completion and must be uploaded to your Eduphoria Strive account for approval.

[Instructions for uploading certificates to Eduphoria.](#)

**CAMPUS ADMINISTRATORS** are responsible for communicating with staff members that fail to complete FLEX credit hours by the assigned due date. The Curriculum and Instruction Department will provide principals with staff completed hours.

## THINGS TO REMEMBER

|                                                                      |                                                                                                                                                                                                                              |                                                                                                                                                                  |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flex days must be earned between May 28th, 2026 and April 2nd, 2027. | Flex credit CANNOT be carried over from year to year (with the exception of CDL training or 20 hour Driver Certification Class).<br><br>Flex credit CANNOT be awarded for training that occurs during regular contract time. | FLEX STAFF that do not obtain 18 flex credit hours will have a reduction in pay on the June paycheck. No employees will report to work on designated flex dates. |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## DISTRICT JUST IN TIME TRAINING

Just in Time Training may count for flex credit if the training occurs outside of the normal contract time.

In order to receive credit for In-Person Just in Time training, staff must sign-in to document their attendance and credit will be awarded after the conclusion of the training.

In order to receive credit for Virtual Just in Time training, staff must enroll through Canvas and credit will be awarded based on course completion.

## BOOK/PODCAST STUDIES

Six flex credit hours will be granted for participation in one district-wide book study. The district book study will be facilitated by the Curriculum & Instruction Department.

Three flex credit hours will be granted for participation in one campus book/podcast study. Approval is required before beginning any campus book/podcast studies. Each campus book/podcast study requires a two-step approval process from campus administration and the Curriculum & Instruction Department.

### Flex Credit Book/Podcast Study Proposal Form

A minimum of 2 people are needed to participate in a book/podcast study. Campus book/podcast study groups must engage in guided discussion virtually and/or in person. Documentation of the Flex Credit Book/Podcast Study Guided Discussion Sign-in Form with all participants signing in and a reflective summary of the discussion must be provided by each participant to the facilitator.

Each book/podcast study group must have a facilitator who will be responsible for completing the Flex Credit Book/Podcast Study Guided Discussion Sign-in Form and submitting the summaries to the Curriculum & Instruction Department.

### Flex Credit Book/Podcast Study Guided Discussion Sign-in Form

If all of the above are completed, participants will receive 3 hours of flex credit for a campus book/podcast study.

District-wide book/podcast study participants must engage in virtual guided discussion and credit will be granted for participation by the Curriculum & Instruction Department.

| <b>COACHING CLINICS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coaching and sports clinics may account for a percentage of the 18-hour minimum requirement for content teachers. No more than <b>9</b> hours can be earned from Coaching Clinics with a minimum of 9 hours earned from Academic Professional Learning to total the 18-hour requirement.                                                                                                                                                                                         |
| <b>GRADUATE WORK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>Must be in the education field and/or content area.</p> <p>Course must be completed/passed with grades available within the flex days date parameters. EXAMPLE: A Spring semester course that finished in May 2027 will NOT be able to count for 2026-2027.</p> <p>Transcripts must be submitted with flex day paperwork.</p> <p>If all of the above are completed, participants will receive one hour of flex credit per credit hour earned, up to a maximum of 6 hours.</p> |
| <b>PROFESSIONAL LEARNING INSTRUCTORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>If a teacher is receiving compensation from any source for attending/presenting, the activity is not eligible for flex day credit.</p> <p>Presenters who are not paid will receive credit for preparation and presentation time – 1 hour of preparation for each hour of presentation while on non-duty days, or outside of normal duty work hours.</p>                                                                                                                       |
| <b>WEBINARS, ONLINE/DISTANCE LEARNING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Certificate of participation <b>MUST</b> be awarded by the provider. Participants are responsible to verify that a certificate will be awarded and uploaded to Eduphoria.</p> <p>All 18 hours may be obtained via webinars and/or online/distance learning for the 2026-2027 school year.</p>                                                                                                                                                                                 |

### **Where might I look for training that is relevant for my needs?**

In addition to training offered by Aledo ISD, another option for obtaining meaningful training is through ESC Region XI.