

PROFESSIONAL GROWTH AND DEVELOPMENT OF CERTIFIED PERSONNEL (REGULATION)

A focused and individualized program of professional development shall be created for each certified employee consistent with the Oklahoma State Department of Education's requirements for annual growth goals. The superintendent or designee shall monitor compliance with each individualized program of professional development.

The Professional Development Committee (PDC) shall be composed of **certified instructional staff members appointed by school site administration.** ~~classroom teachers, administrators, and parents/guardians.~~ A majority of the committee shall be composed of classroom teachers. ~~The teacher members shall be first nominated by site principals. The members selected for the committee shall be determined by the approval of a majority vote of the teachers in the district.~~ Two (2) representatives from each **building school** site will serve as members of the PDC. The administrators shall be selected by the superintendent. ~~Parents shall be jointly selected by the administration and the PDC.~~ At a minimum, once every four (4) years the committee shall include at least one (1) school counselor in its membership. The committee shall be headed by a chairperson to be elected by the full committee. **The chairperson will have at least one year of experience on the committee. The assistant superintendent for educational services, or their appointed district administrator representative, will be a member of the Professional Development Committee and serve in an advisory capacity to the membership.**

When classes are dismissed for the purpose of professional development, teachers shall attend professional meetings or forfeit one day's pay for each day of the meeting unattended, unless an emergency exists.

Professional Development Plan

The attendance of teachers at educational conferences may be considered as professional development and as such be part of the annual professional development plan developed **through the district's educational services department with** ~~by~~ the PDC. The **educational services department and the** PDC shall provide to the board of education for approval, a complete proposed annual plan for development for certified staff at the ~~regularly scheduled August board meeting~~ in **August for the previous school year for review as requested by the board.** The plan shall include:

- A list of all requested and planned professional development activities and programs for certified staff,
- ~~The point system developed to account for all professional development activities and the points to be awarded for each certified staff member for the proposed professional development activities/programs.~~
- The specific competencies and instructional strategies in the core curriculum the development program is directed towards,
- The cost of the planned activity or program,
- The data driven analysis used to determine the need for the professional development activity or program,
- The plan for assessing the effectiveness of the professional development activity or program.

Professional Development Guidance

- Each certified employee is urged to earn fifteen (15) staff development ~~points~~ **hours** each school year and shall be required to earn seventy-five (75) ~~points~~ **hours** over a five (5) year period. No more than 150 hours of local, state, or federal professional development or training shall be required for classroom teachers during any five-year period.
- Teachers are encouraged to attend workshops, webinars and conferences in their fields of study.
- Teachers are encouraged to attend college or university courses for continuing education. Costs associated with

such courses shall be the responsibility of the individual teacher.

PROFESSIONAL GROWTH AND DEVELOPMENT (Cont.)

- Counselors are encouraged to complete a minimum of five (5) ~~points~~ hours each year in programs specifically designed for school counselors.
- ~~Membership in Professional Organizations~~
- Teachers shall maintain written documentation of all their completed professional development.
- Professional growth can be obtained by membership in the various professional organizations, but that membership should be on a voluntary basis and not compulsory. The cost of individual membership shall be the responsibility of the employee.
- National Board Certification - Teachers who have submitted an application for National Board Certification may receive two (2) professional days for certification portfolio development during which a substitute teacher shall be provided by the school district at no cost to the teacher.

Approved Professional Development Opportunities

1. Such workshops as shall be provided by the PDC in response to analysis of needs assessments administered annually to all certified and licensed personnel.
2. Credit may be earned through the following alternatives:
 - a. Professional meetings (sanctioned by the State Department of Education or professional development ~~points~~ hours are awarded.)
 - i. CCOSA meetings, SDE and OEA workshops
 - ii. Off-contract workshops
 - iii. Coaches clinics
 - iv. Career Technology workshops
 - v. Teacher visitation
 - vi. Other, as appropriate
 - b. Professional committees
 - j. Textbook Committee
 - ii. Professional Development Committee
 - iii. Local certified personnel conducting workshops
 - iv. Local teacher association president (5 ~~points~~ hours/year)
 - v. Curriculum Review Planning Committee
 - vi. Curriculum review chairpersons (1 ~~point~~ hour/year)
 - c. College courses and credits (one semester hour of approved college credit shall equal 15 professional development ~~points~~ hours)
 - d. Additional kinds of experiences may be recommended as alternative activities to the PDC.
 - e. ~~For each clock hour of participation in alternate activities, one professional development point will be awarded.~~

Record Keeping

1. Certified employees are responsible for maintaining documentation of all professional development.

2. Teachers must present professional development documentation to the principal for their teacher evaluation.
3. College credit earned during the summer must be submitted to the ~~building representative~~ school site administrator as soon as available. A copy of the transcript or grades is needed to show the number of hours earned.

PROFESSIONAL GROWTH AND DEVELOPMENT (Cont.)

4. Any questions concerning professional development should be directed to the ~~building representative~~ school site administrator or the educational services department.

Guidelines for Membership on Professional Development Committee

1. ~~Classroom teacher and principal replacement members for the PDC will be elected for a two year term. Terms for regular and alternate members will coincide.~~
2. ~~The chairperson and vice chairperson will be chosen at the first meeting of the school year (August). The chairperson should be a Professional Development Committee member with at least one year of experience on the committee. The vice chairperson will succeed the chairperson in the following school year. The outgoing chairperson will remain on the PDC for an additional year as the immediate past chairperson.~~
3. ~~The committee's secretary and treasurer positions will be elected by the PDC and must be current members of the committee.~~
4. ~~The assistant superintendent for educational services will be a member of the Professional Development Committee and serve in an advisory capacity to the membership.~~

Reference: 70 O.S. §6-194
OAC 210:20-19-3
OKLA. STAT. tit. 70 § 6-194