PDC Mini Guide

**ACTIVITIES/ACTIONS FOR TEACHERS AND ADMINISTRATORS**

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| **LEVELS of IMPLEMENTATION** | **ACTIVITIES & POINTS**  (as approved by PDC) | **EVIDENCE**  (as approved by PDC) |
| **Knowledge**  *“What do I know that I didn’t know before?”* | **1 point = 1 hour**   * Study Groups * Workshops/Conferences * Online Courses * Visits to Other Schools * Observations * Book Reads * College courses at this level are 20 points = 1 credit hour   **(must be submitted in 30 calendar days)** | **Required:**   * Written personal reflection (complete electronically) and * Seat Time |
| **Application**  *“What am I doing now  that is* *different than what I did before?”* | **2 x Knowledge Level Points**  **Validation at this level requires consistent application for at least one semester within one year after Knowledge Level points are awarded. Data should be collected for baseline and documentation during application.**   * Practice with feedback * Action research * Collaboration with other staff * Mentoring/Peer Coaching | With prior approval, documentation  may include, but is not limited to:   * Student work samples * Student interviews * Structured interviews * Self­reflection log * Peer observation with conferencing/feedback * Log from observer * Documented practice with feedback * Video/audio tapes * Surveys * Lesson plans accompanied by student work samples * Written documentation from team meetings/study groups * Teacher/staff portfolio * Action research results |
| **Impact**  *“What are the results of my* *professional learning and growth?”* | **3 x Knowledge Level Points**  **Validation of Impact requires that staff members submit data driven evidence of improved student performance or school/program improvement over the course of at least 1 semester after Application points are awarded.** | **Forms of approved formative/summative evidence:**   * District approved assessments * Levelized assessments * Writing Portfolios * Ongoing Progress Reports (i.e., IEP progress reports, …) * Alignment to standards * District, grade, or content area curriculum revisions |

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| **LEVELS of**  **IMPLEMENTATION** | **ACTIVITIES & POINTS**  (as approved by PDC) | **EVIDENCE**  (as approved by PDC) |
| **\*Service to Profession**  *“What am I doing to serve others in* *the profession?”*  Criteria for Service to Profession  Any activity that is not specifically defined in a staff member’s job expectations and assists others in acquiring proficiency in instructional systems, pedagogy, or content, or  that directly relates to licensure of professional educators, accreditation processes, or professional organizations. | **1 point = 1 hour**  **(Knowledge Level only)**  Service to Profession activities may be categorized in one of the following three areas:   * Presenting Staff Development * Mentoring * Supervision of a Student Teacher * Building/District PDC * Building Leadership Team * District Leadership Team * QPA/NCA Teams * Curriculum Committees * Publishing Articles/Newsletters * Visiting Teams (on-Site) for Other Districts | **Forms of approved evidence:** With prior approval, documentation may include, but is not limited to:   * Proof of attendance at committee meetings * Log of information shared or results of committee meeting * Written documentation of facilitation of study group * Written documentation of actions taken/processes completed of work groups * Evidence of conferencing work with mentees/student teachers (logs/plans that you use on a regular basis with these persons)—to include logs, observation forms, or weekly conference form |

Three-Tier Point System

The new three-tier point system allows for points to be awarded in three areas. The points for Content and Professional Education are doubled at the Application Level and tripled at the Impact Level.

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|  | AREAS | | |
| LEVELS | Content i.e. reading, math, science, history, phys. ed., etc. | **Professional Standards**  i.e. learning strategies or modalities, pedagogies, etc. | **Service to Profession**  i.e. SIT Team, NCA, QPA, Committees |
| Knowledge What do I know that I didn’t know before? | 1 point = 1 hour | 1 point = 1 hour | 1 point = 1 hour |
| Application What am I doing that I didn’t do before? | 2 x Knowledge Points | 2 x Knowledge Points | XXXXXXXXXXX |
| Impact How did I change student performance or how teachers teach? What can I present or share to show teachers how to change curriculum or instruction? | 3 x Knowledge Points | 3 x Knowledge Points | XXXXXXXXXXX |

**In order to recertify an individual must earn points in 2 of the 3 areas designated at the top of the chart within the period of their individual license.**

Examples of How Staff Development Activities May be Classified and How Points May be Accumulated:

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| **EXAMPLE 1** | Content | **Professional**  **Standards** | **Service to Profess.** |
| Knowledge | In December, attended 6-hr. inservice about reading instruction  Re: Reading Academy = 6 pts. |  |  |
| Application | After developing lesson plans and preparing during Jan.- May, I instructed 24 summer reading students using Reading Academy = 12 pts. |  |  |
| Impact | My pre- (June) and post- tests (August) document the success of my program. Shared success with principal in August and at Sept. faculty meeting. = 18 pts. |  |  |

Total Points = 36

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| **EXAMPLE 2** | Content | **Professional Standards** | **Service to Profess.** |
| Knowledge |  |  | Served on the Math Committee – 3 hours  Served on Building Leadership Team – 4 hours |
| Application |  |  | XX **NA** XX |
| Impact |  |  | XX **NA** XX |

Total Points = 7

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| **EXAMPLE 3** | Content | **Professional Ed.** | **Service to Profess.** |
| Knowledge |  | Attended inservice on student learning styles = 4 pts. |  |
| Application |  | Added two new strategies addressing student learning styles to my lesson plans = 8 pts. |  |
| Impact |  | Carefully documented; shared results in presentation at the KSDE Effective Schools Conf= 16 pts. |  |

**Total Points = 28**

# Guidelines to Submit Forms

In May, each building submits an “Inservice Plan” for the following year to the PDC. Upon approval by the PDC, the building plan is submitted to the Board of Education in June for approval. The inservice information provided by your building is used to develop an Individual Professional Development Plan (IPDP), which is unique to you and your school. The IPDP constitutes your agreement to participate.

# The IPDP is required of all teachers and administrators!

* Is available through the MY LEARNING PLAN program at www.mylearningplan.com.
* Must be approved by your building administrator and filed through My Learning Plan. Don’t forget to submit at the bottom of the page when completing the form.

Print a copy for your records when complete.

* **Will not earn you any points until you complete various activities and submit the appropriate forms for approval through My Learning Plan.**

# My Learning Plan (Quick Reference Guide)

1. **Go to the website:** [**www.mylearningplan.com**](http://www.mylearningplan.com)
2. **Log into the program:**
   * User name is your full email address (example: [pschuckman@usd261.com](mailto:pschuckman@usd261.com))
   * Password unless you have changed it is your full email address.
   * \*You should change your password to a commonly used word that you will remember. (See menu at the left screen to change the password.)
3. **Check all information in the user profile.**
   * See the menu at the left side of the screen.
   * Check the building **where you receive your paycheck**, the grades, and subject areas that apply to your assigned duties.
   * If license or certificate information does not match what you believe should be represented, please go to the KSDE website licensure database to make sure that the information on file with the state department is current.
   * Submit personal goals or update what you already have on file.
   * Archive any goals that you wish to remove from the current year’s plan.
4. **Create an IPDP or Revise the one that you already have on record.**
   * (View your old plan by logging in, clicking on “my portfolio” from menu at the left, and then clicking on “2012-13 action plan.” You may print a copy to use as a reference. You will need to let your building principal know if there are no changes to your old plan so that the dates can be edited.)
   * Complete all parts of the form. When finished scroll to the bottom of the page to submit or save the form.
   * Under action plan information: Action Plan 2012-2013
   * Under how you will increase your knowledge base submit information that best describe your intentions.
   * Estimated start date is 5/15/12.
5. **To request relicensure points from district or building activities that are considered inservice:**
   * Choose from the menu at the left, District Catalog
   * To enroll in the appropriate activity, find the activity that begins with the name of the building to which you are assigned. (District activities will be identified with the title beginning with “District.”)
   * Activities in the catalog are generally listed by the date that they are entered or when they open for enrollment.
   * Activities will only remain in the catalog for one month beyond the ending date of the activity. You must enroll in the activity in a timely manner. Building administrators will have the ability to enter activities in the catalog and then monitor the attendance whereby upon completion of the activity, he/she will confirm attendance and adjust times for those who participated.
6. **To request points for a workshop or conference:**
   * If you require a substitute and you will be out of the building during a contract day or you require a district vehicle for transportation, you will need to choose the **Professional Leave Request Form.** Approval will need to be obtained from the building principal prior to attending conference or workshop. You do not need to fill out another form. You will, however, need to go into your plan, click on this activity and then choose the option “mark complete” in order to send the activity back to the administrator for final approval.
   * Remember to go to the bottom of the page and submit or save as draft. If neither of these options are chosen and you leave this screen, the work you have done will not be saved.
   * There will be a knowledge validation or evaluation form required prior to final approval.
   * ALWAYS ARRANGE FOR A SUBSTITUTE THROUGH AESOP.
7. **To request points for committee (building/district) work or for professional book studies that are approved by the PDC: You will need to select the Committee Meeting form.**

* This form must be filled out for each district-level or building-level meeting that occurs for at least 30 minutes.
* Committee work should only be documented when participation leads to the acquisition of new knowledge that will potentially be applied.
* A limit of 12 total point/hours per academic year will be allotted for each committee in which an individual may be involved.
* Since committee work is considered *Service to the Profession*, these activities may not be taken to the application or impact levels.
* Book studies will utilize the same form with the same limit of 12 points.
* Remember that book studies must be approved by the district Professional Development Council.

1. **To request points for graduate credit received through and accredited college or university:**

**You will need to select the Graduate Course form.**

* Complete each section of the form so that graduate credit may be included on official relicensure transcripts.
* Eventually documentation of graduate course work will be submitted through this program or process.
* At the present time, the Kansas State Department of Education requires that you submit transcripts from an accredited college or university.
* All course work, in order to be used for relicensure, must be in the area of the current endorsement(s) listed on one's certificate/license or be a course toward an additional endorsement or advanced degree program.

1. **To request points for curriculum projects: You will need to have prior approval from the Assistant Superintendent for Learning Services and your Building Principal and then proceed to the Curriculum Project form.**

* USD #261 will provide a limited budget (when funds are available either in stipend form or IPDP renumeration form) for authorized curriculum work and release time.
* The following factors will be considered in approval of such requests:

Availability of budgeted funds for this purpose and the priority assigned to the curriculum work requested.

The availability of substitute teachers for release time or class coverage.

The usefulness of the project to the district and/or building or grade level.

The plans for sharing knowledge with colleagues.

Realistic time table for completion of the project (limit 30 hours).

The assigned teacher field of the applicant in relation to the work requested.

The implication for school improvement and student achievement