

PD Academy FAQs Revision February 28, 2008 at 12:09 pm

1. At every professional development activity, staff will elect whether they are opting to be paid (\$25.00/hour for teachers, \$20.00/hour for paraprofessionals) or taking the hours toward their contractual professional development requirements.
 - a. Teachers will be responsible for accumulating and documenting 21 hours of professional development. Paraprofessionals will be responsible for accumulating and documenting 12 hours of professional development.
 - i. Teachers and paraprofessionals are responsible for submitting documents verifying professional development to the Office of Professional Development.
 - ii. Keep all original documents. Send only copies of certificates to the Office of Professional Development.
 - b. Teachers and paraprofessionals will be paid for hours beyond the contractual professional development requirements **provided a funding source is available**.
 - i. Availability of funds will be noted on professional development announcements
 - ii. Teachers and paraprofessionals must obtain pre-approval for payment to ensure that a funding source has been identified.
 - iii. Section 9-1.05 states: The professional development offerings of the Woonsocket Education Department, the June Summer Academy, the AFT ER&D and QUEST workshops, RIDE-sponsored workshops after school hours, and pre-approved study groups can apply toward the annual professional development hours.
 1. In order to be paid for any of the aforementioned professional development opportunities, teachers must seek prior approval from the Office of Professional Development, their School Improvement Team for Article 31(18) funds, and/or the Woonsocket Teachers' Guild for ER&D courses.
2. Presenting/Facilitating
 - a. Workshops or study groups must be posted if the presenter/facilitator will be compensated monetarily unless their job description requires their leadership in implementing professional development.
 - i. Teachers/paraprofessionals presenting/facilitating study groups may choose professional development hours or to be paid, (plus preparation time at 1 hour preparation for every 5 hours of presentation).
 - ii. If presenting/facilitating only for professional development credits, the presenter/facilitator position need not be posted.
 - iii. All workshops/study groups to be presented must be pre-approved by the Office of Professional Development.
3. Conference Registrations
 - a. Providing that the conference is compatible with the professional development/strategic plan/school improvement plans and grant money is available:
 - i. The Woonsocket Education Department may pay the registration fees (and/or any applicable transportation and/or meals and incidental fees) for professional activities; these hours will count toward the professional development requirements

- ii. Conference attendance only counts if occurring outside the regular school hours
 - 1. Staff can request a personal day in order to attend a professional development activity during regular school hours and count those hours toward the professional development requirement
- 4. "Homework"
 - a. Any "homework" requirements will be noted prior to the start of a professional development activity and therefore will not count toward any extra hours
- 5. Courses option
 - a. Teachers: Undergraduate courses can be used to count toward the professional development requirement
 - b. Teachers who have reached a Masters + 30 salary increment: graduate courses can be used to count toward the professional development requirement unless working toward a CAGS or Ph.D.
 - c. NO other graduate courses will be accepted toward the professional development requirement
 - d. Paraprofessionals: If presently receiving the maximum education stipend, coursework at any level will count
 - e. Online courses follow the same protocol as any other course opportunity as described above
- 6. Teachers or paraprofessionals who wish to be paid for the 1 hour Medicaid training required of selected staff and faculty must have completed the contractual obligation or must submit plans to show how they will meet the obligation prior to the training.
- 7. Teachers and paraprofessionals may "bank" hours. Hours accrued in the 2007-2008 school year beyond 21 will be credited toward the 2008-2009 school year requirement according to established guidelines and predicated on pre-approval by the Director of Professional Development.
 - a. All teachers must provide proof of 42 approved professional development hours by May 15, 2009. 21 of those hours must be accumulated by May 15, 2008.
 - b. All paraprofessionals must provide proof of 24 professional development hours by May 15, 2009. 12 of those hours must be accumulated by May 15, 2008.
- 8. Lesson planning is a regular, contracted responsibility of teachers and cannot count for PD.
 - a. What can count for PD is the perusal of new methodologies which impact lesson planning. Perusal of new methodologies could include professional literature for study, or a thorough review of the GLEs and GSEs (not simply attaching one to the lesson plan, but rather reading through the indicators, analyzing the components of the indicators and discussing orally and in writing what instructional design should look like to ensure that students have full access to the GLE/GSEs).
 - i. In order to count hours under this guideline, proof of professional development (e.g. a sign-in sheet signed by an administrator) must be submitted to the Office of Professional Development.
- 9. Grading student work is a regular, contracted responsibility of teachers and cannot count for PD.

- a. What can count for PD is a formal review of student work to address changes in instruction (Looking at Student Work using a protocol), to determine definitions for proficiency (such as the work at Woonsocket High School on the PBGRs)
 - i. In order to count hours under this guideline, proof of professional development (e.g. a sign-in sheet signed by an administrator) must be submitted to the Office of Professional Development.
10. SIT, RTI Team count if the teacher is an active member of the committee or a recognized sub-committee
 - a. Activities must impact teaching and learning
 - b. In order to count hours under this guideline, proof of professional development (e.g. a sign-in sheet signed by an administrator) must be submitted to the Office of Professional Development.
 - c. Teachers presenting a student to RTI Team may also count the meeting toward the professional development requirement
11. Teachers or paraprofessionals in a long-term substituting or building substituting capacity (not per diem) who have completed PD while substituting and who are subsequently appointed to a full-time position, may count any PD hours accrued while substituting toward the contractual requirement IF the professional development occurred in the same contractual year.
 - a. PD obligation will be prorated depending upon date of hire.
12. Teachers or paraprofessionals appointed to a position in the Woonsocket Education Department after the beginning of a contractual year who have completed professional development as stipulated in the contract and the FAQs prior to their appointment may count those hours toward the PD contractual obligation IF the professional development occurred in the same contractual year.