

NICE Community School District
**PROFESSIONAL
DEVELOPMENT PLAN**
2011-12



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PROFESSIONAL DEVELOPMENT PHILOSOPHY & PURPOSE

Quality professional learning is sustained, work-embedded learning experiences focused on teacher growth directly related to student achievement. The NICE Community School District promotes organizational learning through a calendar of scheduled activities at the district, building and grade/subject level as well as by implementing an individualized and ongoing professional learning plan. The district leverages time, experience and technology to ensure that professional development is ongoing, individualized, convenient, and flexible and utilize current technologies. Priorities include collaboration and shared learning in order to build leadership capacity within the district and take advantage of individual expertise that exists.

The districts *Professional Development Plan* is aligned with the AdvancED (www.advanc-ed.org/mde/) goals and objectives, the *School Improvement Plan* and underscores the importance that the district focus on the learning process for everyone in the system—students, staff, and administrators. Specifically, the “Plan” adheres to the following guidelines established by the Department of Education:

1. Serves the purpose of increasing student learning;
2. Aligns with the School Improvement Plan;
3. Is planned, ongoing, and intensive;
4. Is supported by the district through financial or other resources

Furthermore, the *Professional Development Plan* aligns with the guidelines for “Quality Professional Development” as outlined by the Michigan Department of Education, Michigan Education Association, Michigan Association of School Administrators, and the Michigan Federation of Teachers:

- ✓ Is for the purpose of enhancing teaching and learning;
- ✓ Is part of an ongoing comprehensive professional development plan that addresses the long-term professional needs of the individual as well as the long-term change of practice in the building and district;
- ✓ Is characterized by the knowledge of educational needs of students, the study of proven research and inclusive of the best use of new technologies;
- ✓ Includes best principles of adult learning that includes design by the educators and non-teaching staff for whom the professional development is intended;
- ✓ Occurs when educators and non-teaching staff collaborate and share knowledge with each other;
- ✓ Requires ongoing reflection;
- ✓ Is helpful to all school staff as they work to meet the needs of students who learn in different ways and come from diverse backgrounds.

2011-12 DISTRICT-WIDE SCHEDULE OF EVENTS

Below is an outline of activities that meet the district's professional development goals and objectives:

Date	K-8		9-12	
	Hours	Description	Hours	Description
9/1	6	<ul style="list-style-type: none"> ✓ Expectations for staff and students ✓ Discipline rubric and new protocols ✓ Evaluations & observation procedures ✓ "6 Plus 1" writing kick-off ✓ Writing plan and activities for students 	6	<ul style="list-style-type: none"> ✓ Reconfiguration of staff and positions ✓ Evaluations & observation procedures ✓ MME/ACT review/breakdown of overall performance
10/14	6	<ul style="list-style-type: none"> ✓ MARESA Fall Workshop ✓ UP Reading Conference 	6	<ul style="list-style-type: none"> ✓ MARESA Fall Workshop ✓ UP Reading Conference
2/17	6	<ul style="list-style-type: none"> ✓ Differentiated instruction ✓ Grade level writing assessment evaluations, rubrics, and common scoring 	6	<ul style="list-style-type: none"> ✓ Departmental curriculum review 6-12 ✓ Departmental review of MME/ACT performance ✓ Writing across the curriculum
2/20	7	Individualized PD based on individual goals/objectives*	7	Individualized PD based on individual goals/objectives*
6/5	6	<ul style="list-style-type: none"> ✓ Grade level assessment evaluations, rubrics, and common scoring for math and reading. ✓ Transition planning (grade-to-grade meetings to discuss individual student needs) ✓ Discussion/assessment of PD needs for 2012-13 	6	<ul style="list-style-type: none"> ✓ End-of year reflection on best practice learning and building procedures ✓ Inventory and textbook review for upcoming school year ✓ Core curriculum review by department ✓ Discussion/assessment of PD needs for 2012-13
TOTALS	31		31	

Note: The activities may vary based on an ongoing assessment of professional development and instructional priorities or needs identified through the course of the school year.



INDIVIDUAL PROFESSIONAL DEVELOPMENT

The law requires that educators engage in continuing education. For certification purposes, educators must satisfy credit requirements. In addition, new teachers are required to participate in fifteen days of professional development within their first three years. This is in addition to the five days scheduled by the district for all teachers. This information must be reported annually on the *Registry of Educational Personnel* (REP) report. Below is a list of activities that qualify for professional development in order to meet the 15-day requirement:

- ✓ Curriculum development meetings, School Improvement committees
- ✓ Study groups, research, lesson study, study of student work
- ✓ Conferences/ Workshops at an on-site or off-site location
- ✓ Sessions dedicated to qualifying for North Central Association or MDE Accreditation
- ✓ Postsecondary courses
- ✓ Mentoring new teachers
- ✓ Online courses focusing on curriculum content and /or pedagogy
- ✓ Study of instructional technology use/application in the curriculum

INDIVIDUALIZED TECHNOLOGY TRAINING OPPORTUNITIES

Technology workshops are scheduled twice monthly. Below are dates of workshops scheduled for 2011-12:

9/21, 10/5, 10/19, 11/2, 11/15, 11/30, 12/14, 1/4, 1/17, 2/1, 2/15, 2/29

Initial topics for 2011-12 technology workshops will include, but not be limited to:

- ✓ Advanced Outlook Features
- ✓ Polycom / Skype / Video Conferencing
- ✓ Smart® Table Training
- ✓ iPad® Use in the Classroom

Additional topics will be covered based on an assessment of professional development and instructional needs throughout the district.

PROFESSIONAL DEVELOPMENT "Flex" PLAN

For another year, the district will provide opportunities for employees to maximize their professional development time by facilitating individualized learning options. Time has been allocated from the professional development calendar on February 20th, 2012. Teachers who engage in approved professional development outside of the school day or academic calendar may substitute those hours for up to 7 hours on that date.

The following professional development activities have been pre-approved and may be applied toward the PD flex time provided the activity applies to the employee's current assignment:

Activity	Description	Hours Available	Dates
Technology Workshop	Two one-hour workshops (3:30-4:30pm) will be scheduled each month between September-February. Topics will vary based on staff needs identified prior to the beginning of the school year; however will support the district's goals regarding the use of technology to increase the staff's capacity to analyze data, to engage students and to teach 21 st century skills.	Up to 7	9/21, 10/5, 10/19, 11/2, 11/15, 11/30, 12/14, 1/4, 1/17, 2/1, 2/15, 2/29
Project-Based Learning	Up to 7 hours of flex time can be earned for teachers working individually or cooperatively after-school developing projects or interdisciplinary units that support the district's project-based learning initiatives.	Up to 7	To be determined

Other activities which will generally be approved include:

- ✓ Collaboration with colleagues to align curriculum and instructional practices in which improved student achievement is the objective
- ✓ Collaboration to develop new or innovative integrated lessons or activities that improve student achievement
- ✓ Peer coaching or mentoring
- ✓ Training in the use of technology applications that increase student engagement and achievement
- ✓ Individualized learning opportunities using online or distance education opportunities such as Michigan Learnport®
- ✓ Other activities that result in an increased ability to affect student achievement or advance district initiatives

Activities which will not be approved for use as flex time include activities which fall within one or more of the following categories:

- ✓ Classes/workshops that generate college credit taken in order to meet continuing education/certification requirements or for the purposes of advancement on the pay schedule
- ✓ Activities which occur during a normal work day
- ✓ Activities that do not support teaching and learning strategies or content that relates to the employee’s assignment

Note: Classes/workshops that do not result in college credit but generate SB-CEU’s and are taken outside of the work day may be approved.

How to Request Flex Time

Requests to utilize flex time will be made via email to the building principal in advance of the activity. Activities not listed among the pre-approved activities above should be accompanied with a rationale. The Principal will approve or deny each request based on how the activity/topics planned will affect teacher quality, curriculum alignment and fidelity and student achievement.

The principal will maintain a list of staff and time earned throughout the year utilizing the form below:

Employee	Assignment	Flex Time Earned			
		Activity	Date	# Hours	Running Total

ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT NEW TEACHERS

Requested for the Registry of Educational Personnel, State of Michigan

Employee Name:	School Year: 2011-12	Mentor:
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Professional Development Activities

For teachers within their first three (3) years, the activities listed must be in addition to the activities provided by the district as a part of the professional development calendar.

If number of professional development days is less than 1.0, enter the appropriate number in the hundredth place value. Example: If half a day was provided in the Classroom Management category, enter .50 in the Portion of Day column next to the Date.

Category	Portion of Day	Date	Total
1. Classroom Management			
Examples of classroom management include:			
* Engaging students			
* Norms for social interaction			
* Student, parent, and community communications			
* Peer coaching			
Other:			
2. Instructional Delivery (Strategies)			
Examples of instructional delivery include:			
* Growth/assessment strategies			
* Best practices			
* Differentiating instruction			
* Remediation and/or extension			
* Designing effective lessons			
Other:			
3. Other			
List:			

Signature of Educator:
Signature of Supervisor:

ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT – ALL TEACHERS

GENERAL INSTRUCTIONS: This form should be completed annually for each teacher, then signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy provided to the teacher for their portfolio/personal record. The form must be completed each year to assist in recording professional development. (Please type or print. Make additional copies of this form as needed.) ***This form is a worksheet to be completed and retained by the school district. DO NOT return this form to the Michigan Department of Education.***

Name Of Teacher: _____ Social Security Number Of Teacher: _____

Name Of School District Where Employed: _____

Name Of School Where Assigned: _____

Number of Years as a Contractual Teacher (3rd, 6th, Etc.): _____ School Year Hired: _____

Number Of Years With Current School District: _____ Current School Year: _____ 20 - 20 _____

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

SIGNATURE OF IMMEDIATE SUPERVISOR _____ TITLE _____

SIGNATURE OF TEACHER _____ DATE _____

2011-12 CALENDAR

August 2011					September 2011					October 2011					November 2011				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	26	27	28	29	30	31					28	29	30		
Teacher Days: Student Days:					Teacher Days: 20 Student Days: 19					Teacher Days: 21 Student Days: 20					Teacher Days: 20 Student Days: 20				
December 2011					January 2012					February 2012					March 2012				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6			1	2	3				1	2
5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	5	6	7	8	9
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	12	13	14	15	16
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	19	20	21	22	23
26	27	28	29	30	30	31				27	28	29			26	27	28	29	30
Teacher Days: 15 Student Days: 15					Teacher Days: 21 Student Days: 21					Teacher Days: 21 Student Days: 19					Teacher Days: 22 Student Days: 22				
April 2012					May 2012					June 2012					KEY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F					
2	3	4	5	6		1	2	3	4					1					
9	10	11	12	13	7	8	9	10	11	1	5	6	7	8					
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15					
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22					
30					28	29	30	31		25	26	27	28	29					
Teacher Days: 15 Student Days: 15					Teacher Days: 22 Student Days: 22					Teacher Days: 3 Student Days: 2									

For additional information, please contact the NICE Community School District's Central Office at (906) 485-1021, or on the web at www.nice.k12.mi.us.

