

Licensed Staff  
Professional Development  
Unit Plan

# MOLALLA RIVER SCHOOL DISTRICT

## LICENSED STAFF PROFESSIONAL DEVELOPMENT UNIT PLAN

### STAFF HANDBOOK

#### PURPOSE:

This Continuing Professional Development Plan's primary purpose is improved student learning by enhancing the professional skills of educators. Directly related to the improvement of skills is the opportunity for the educator to earn continuing professional development units (PDUs) to renew their license. The District's plan shall be compatible with OAR 584-090-0001 in that each educator's plan, be it designed and implemented under Option One or Option Two (see below) shall assist the educator to:

- 1) Achieve district, state and national standards;
- 2) Keep current with the development and use of best practices; and
- 3) Develop ways to enhance learning for a diverse student body.

#### DOMAINS:

The employee's plan shall incorporate activities and experiences that are based on at least one of the following domains of professional growth:

- 1) Content of the subject matter or specialty area directly related to the educator's current assignments(s) or to responsibilities the educator reasonably expects to be assigned.
- 2) Strategies for assessment of pupil performance in achieving school and district objectives and State content standards and interpretation and application of the results.
- 3) Methods for effective teaching, classroom management, counseling, supervision, leadership, and curriculum development.
- 4) Understanding of diversity in abilities, social and/or cultural background and use of such knowledge to promote achievement of high standards for all students.
- 5) Knowledge of State and National education priorities and the application of the knowledge to one's school and district programs.
- 6) Competence in the uses of technology in schools and the application of that knowledge to one's assignment.

District educators are required to or encouraged to, depending on option one or two, develop plans that relate to the current goals for learning of the consolidated district improvement plans (CDIP) and the school improvement plans (SIP). This may include measurement of student proficiencies, curriculum development or program modification to meet the needs of a diverse student population and/or goals directly related to achieving the State content standards.

#### REQUIREMENTS:

District policy requires that all licensed employees meet the requirements of a district professional development plan. In addition, district educators who hold Basic, Standard or Continuing Licenses are required, according to OAR 584-090-001 to 584-090-060, to complete a Continuing Professional Development Plan in order to renew their license. This requirement does not apply to an Initial License or an educator not under contract such as a substitute teacher. District educators will choose one of two options as identified below to meet the licensure requirement. All employees may be required to participate

in a portion or all of the activities of the district plan.

All plans shall be in compliance with the purpose identified in the first paragraph of this Handbook and shall incorporate one or more of the domains.

#### OPTIONS ONE OR TWO:

OPTION ONE-INDIVIDUAL PLAN permits the educator to utilize all the discretion permitted in OAR 584-090. The district establishes the following procedures to assist the educator and his/her supervisor.

- 1) The employee and supervisor shall follow the procedures identified in OAR 584-090 and related definitions and utilize the form provided by TSPC.
- 2) The supervisor may approve a CPD advisor to participate in the plan and activities as defined by OAR 584-005-0005 (29): "Continuing Professional Development Advisor": A person selected by an educator and approved by the educator's supervisor, such as a college or university advisor, a peer coach, or a qualified member of an agency or professional organization.
- 3) The employee shall use the TSPC-provided form and shall maintain and post same throughout the licensure cycle, three or five years.
- 4) Prior to beginning activities to earn units, the plan will be reviewed by the employee's supervisor or approved advisor with that person signing and dating the plan.
- 5) The employee shall make appropriate posting and if appropriate make plan modifications and obtain signatures.
- 6) The employee shall maintain records to support verification of all posted activities and units.
- 7) At the time the employee seeks licensure renewal he/she shall submit to the supervisor the completed plan and verification of activities for supervisor verification and signature.
- 8) The employee submits to the district office the completed plan and the licensure renewal forms. The district, if appropriate, shall verify both employment experience and completion of the plan on the renewal form.
- 9) The district shall place the completed and signed plan in the district's file on the employee.
- 10) If, for some reason, valid to the supervisor he/she does not sign for review of the plan that shall be so noted on the plan by the supervisor. If, upon completion of the plan, the supervisor does not verify completion of the activities, the employee may appeal to the TSPC, see OAR 584-090-0060.

OPTION TWO-DISTRICT PLAN requires the educator and supervisor to collaborate in developing the plan and identifying acceptable activities and requires the supervisor's approval.

The plan of the educator may directly relate to the district's Teacher Evaluation and Professional Growth program and, where appropriate, incorporate and utilize goals.

- 1) The employee's plan, on district form, shall be proposed to his/her supervising administrator for approval at the beginning of the individual employee's new license renewal period, three or five years. Successive review cycles of the plan shall be annual. The final cycle shall conclude at the point at which the employee submits the completed approved plan to the Human Resource Office as part of the license renewal process.
- 2) During the annual cycle, the plan shall be reviewed by the employee and the supervisor will sign off on activities completed in the prior cycle, review any changes to the plan and review the upcoming cycle's activities.
- 3) Plans may be individualized for the specific employee, like or similar plan for the building or group of educators, or a combination of individual and unit needs and activities.
- 4) Each plan should propose to earn approximately 25 CPD units of credit annually. However, additional or less units of credit may be earned when appropriate.

- 5) An attempt should be made to have all plans directly relate to the immediate needs of the district, building and pupils.
- 6) Plans may be developed that totally utilize district professional growth activities and some outside district activities, or are totally completed in non-district-sponsored activities.
- 7) When an employee's CPD is not completed, the unfinished portion may be included in the next year's plan.
- 8) Acceptable CPD activities shall be those reviewed and approved by the employee's supervisor.
- 9) The employee shall provide documentation that the plan has been completed and he/she has analyzed the results and applied the acquired knowledge and skills to improve student learning as identified on the district form.

<sup>1</sup>The supervising administrator may approve the use of an advisor for all or a portion of the plan, see OAR 584-005-0005 (29).

**ACTIVITIES:**

To assist both educators and their supervisors, the district identifies the following activities and professional development units (PDUs). This information is presented to suggest and guide and is not an exact minimum or maximum. However, it is proposed to bring about consistency and fairness. All activities require supervisor approval and directly relate to the plan.

<b>ACTIVITY</b>	<b>PDU VALUE</b>
1. College Coursework	1 Qtr. Hour = 20 1 Semester Hour = 30
2. Curriculum/Assessment Alignment to District and State Standards	Clock Hours
a. Annual Work Plans	1 Hour = 1 PDU
b. Assessment Development	1 Hour = 1 PDU
c. Curriculum Development	1 Hour = 1 PDU
d. Curriculum Alignment	1 Hour = 1 PDU
3. Instruction/Instructing	
a. Action Research	20 PDUs (maximum)
b. Analysis of Instruction (video, lesson design, etc.)	10 PDUs (maximum)
c. Study Groups	1 Hour = 1 PDU
d. Reflection Journal	5 PDUs
e. Peer Coaching Conference	1 Hour = 1 PDU
f. Mentoring Conference	1 Hour = 1 PDU
g. Supervising Student Teacher Conferences	25 PDUs (maximum)
4. Professional Growth Activities	
a. Professional Workshops/Conferences	1 Hour = 1 PDU
b. Professional Teaching/Presentations	1 Hour = 1 PDU
c. Professional Publication (per article)	1 Hour = 1 PDU
d. Strategic Planning Activities	1 Hour = 1 PDU

Educators and supervisors are encouraged to consider the following list as a way to earn units, subject to needs and goals, and review or approval.

- The educator may gain background in a specific endorsement area.
- The educator may analyze data and establish best practices to increase student learning.
- The educator may participate in workshops/classes to increase skills in teaching strategies and methods.
- The educator may participate in curriculum development activities.
- The educator may participate in workshops/classes to increase understanding of diverse learning abilities, learning styles, ethnic diversity, economic diversity, and strategies to deal effectively with diverse groups of students.
- The educator may increase knowledge and understanding of state and national goals and priorities for curriculum, development of curriculum, and standards of achievement.
- The educator may gain skill and expertise in the use of technology within the curriculum, the operation of new technologies in the classroom, and multi-media in the context of enhancing student learning.
- The educator may write articles and reports that contribute to the effective practice of the profession.
- The educator may engage in action research that culminates in increased knowledge and understanding of the educational process.
- The educator may mentor a student teacher or a peer within a systematic program.
- The educator by themselves, or in concert with others addresses a need or goal.

#### TIMELINES:

Educators selecting OPTION ONE shall prepare their plan and obtain their supervisor's signature upon receipt of the educator's new license. The plan shall be for three or five years, depending on the licensee's tenure. The educator shall keep and post activities on the plan as required by OAR 584-090. Within 90 days of making applications to renew their license the educator shall submit to their supervisor the completed plan form and the supporting evidence to substantiate the activities. Upon obtaining the supervisor's signature the plan is submitted by the employee to the district office along with the TSPC Professional Educational Experience Report (PEER) form. The district will retain the plan and return the completed PEER form to the educator. The district verifies on the PEER form that the appropriate units have been earned.

OPTION TWO will utilize the district form and follow the procedures identified in this handbook. The initial plan will be prepared at the beginning of the year following re-licensure. Thereafter, at the beginning of each school or employment year the plan will be posted by the educator and reviewed by the supervisor.

The plan may be kept in the office at the workstation or kept by the educator. At the end of the work year prior to re-licensure a completed plan will be submitted to the district office as explained on the form.

All educators who are leaving the district should take with them their signed plan and posted activities as completed to that date. The district assumes no responsibility for forwarding plans to ex-employees or their place of employment.

Educators are permitted to carry forward from one licensure cycle to the next a maximum of 25 units provided that the units are applicable to the subsequent plan.

## RESPONSE TO QUESTIONS

1. Many of your questions may be answered by reviewing the form involved in the option you select.
2. Your supervisor may be of assistance. However, it is your responsibility to meet the renewal requirements. The district is attempting to simplify under OPTION TWO the procedure and relate both the evaluation and licensure renewal requirements.

**\*2006** Educators renewing Standard or Continuing Licenses must meet the full requirement of 125 PDUs. Educators renewing Basic Licenses will complete 75 PDUs.