

Staff Development Procedural Guidelines

Effective September 2019

Course	Professional Learning Community	Individualized Proposal
Description	Description	Description
The course provides teachers and administrators a sequenced series of sessions where one develops (a) a deeper understanding of an academic discipline or (b) a broader repertoire of instructional practices.	A Professional Learning Community is an inquiry-based and collaborative endeavor that allows educators to explore and more deeply understand an educational topic, often deriving next steps and future recommendations.	The Individualized Proposal option provides an opportunity for teachers and/or administrators to engage in a professional learning endeavor to enrich one's professional learning.
Outcomes: for Course/PLG/ and Individualized Proposals		
<ol style="list-style-type: none"> 1. Expand teachers' knowledge of the subject matter of the school curriculum 2. Extend teachers' familiarity with, and use of the MA Frameworks in planning classroom curricula 3. Provide educators with opportunities to evaluate a range of common pedagogical practices in their subject areas and to determine when different practices are most effective. 4. Raise expectations for student achievement 5. Support the district's Theory of Action and/or district initiatives 6. Implement your professional learning into your practice 7. Share your professional with colleagues via team meetings, faculty meetings, or via technology 	Same	Same

Course	Professional Learning Community	Individualized Proposal
Instructor	Facilitator	Self-directed
Expert who shares knowledge, builds capacity, creates a syllabus and lesson plans. Responsibility includes direct instruction leading to an end product.	Individual teacher or administrator who provides structure for the group (agenda, resources, etc)	Proposer
Enrollment	Enrollment	Enrollment
Minimum #participants: 10 participants Maximum #participants: Determined by Instructor	Minimum # participants: 3 participants Maximum #participants: Determined by Facilitator	Limited to 1 educator per proposal
Length/Time	Length/Time	Length/Time
Thirty (30) hours Fall/Spring/Summer semesters typically 10 weeks	Ten (10) – Thirty (30) hours Fall/Spring/Summer semesters typically 10 weeks	Variable within the School Year
Final Product	Final Product	Final Product
Tied to syllabus Evaluated by rubric designed by Instructor Submitted to SDC for final credit approval Log of attendance for each participant must be maintained and submitted at the conclusion of the course	Reflects the goals of the original proposal Submitted to SDC for final credit approval Log of attendance for each participant must be maintained and submitted at the conclusion of the PLC	Tied to pre-determined rational and purpose Submitted to SDC for final credit approval Log of attendance/hours must be maintained and submitted at the conclusion of the individual proposal
Participants: Credits	Participants: Credits	Participants: Credits
Three (3) In-service credits determined by completion of the final product, attendance in sessions, and that all requirements of the course have been met.	One (1) In-service credit for every ten (10) hours, maximum of three (3) in-service credits determined by completion of final product and attendance in sessions.	One (1) In-service credit for every ten (10) hours, maximum of three (3) in-service credits determined by final product.
Instructor: Credit or Stipend	Facilitator: Credit or Stipend	Individual:
Credits: Six (6) In-service credits (2 for prep and 4 for contact time) or a Stipend: \$1770 (based on AEA Contract, Appendix C) Credits/stipend will be pro-rated for 20 hours and 10 hours, as well as in the unlikely event that less than ten (10) participants complete all course requirements. 30-hour course stipend: \$1770 20-hour course stipend: \$1180 10-hour course stipend: \$590 Repeat of same course: Stipend Only \$1770	\$35 per contact hour (based on AEA Contract, Appendix C) or up to a maximum of thirty (30) hours. One (1) additional credit beyond what participants to receive, up to 4 credits maximum Repeat of same course: Stipend Only	One (1) In-service credit for every ten (10) hours, maximum of three (3) in-service credits determined by final product.

Interdisciplinary / Co-taught Model (2 instructors)	PLG with more than one Facilitator	Individual : NA
<p>Credits: Five (5) in-service credits each or Stipend: \$1,327 each (75% of \$1770)</p> <p>Credits/stipend will be pro-rated for 20 hours and 10 hours, as well as in the unlikely event that less than ten (10) participants complete all course requirements.</p>	<p>Credits: N/A Stipend: N/A</p> <p>PLGs One Facilitator Only</p>	
<p>Professional Development Points (PDPs) accumulated by teachers for recertification when proficiency is demonstrated through a final product. 22.5 PDPs for 1 credit 45 PDPS for 2 credits 67.5 PDPS for 3 credits</p>	<p>Professional Development Points- PDP's Professional Development Points (PDPs) accumulated by teachers for recertification when proficiency is demonstrated through a final product. 22.5 PDPs for 1 credit 45 PDPS for 2 credits 67.5 PDPS for 3 credits</p>	<p>Professional Development Points-PDP's Professional Development Points (PDPs) accumulated by teachers for recertification when proficiency is demonstrated through a final product. 22.5 PDPs per in-service credit. One 3 in-service credit Professional Learning Group= 67.5 PDPs</p>