

BEND-LA PINE SCHOOLS

Administrative School District No. 1

Deschutes County, Oregon

ADMINISTRATIVE REGULATION

Name: Staff Development

Section: Personnel

Code: GCL-AR

All District teachers, personnel service specialists and administrators contracted by the District, excluding substitutes, will follow the procedures provided below for meeting continuing professional development (CPD) requirements.

Licensed individuals transferring to the District from other districts, including those educators hired without previous district experience, shall submit any CPD units of credit earned to their supervisor for review. Such credits may be used to meet individual requirements under the district's CPD program, as approved by the superintendent or designee.

Board policy GCL, Staff Development - Licensed, this regulation and related district issued handbooks and materials are recognized as the district's Continuing Professional Development Program.

A. The district and each school site shall systematically identify instructional needs of students and relate those needs to the practices and CPD activities of the licensed staff.

B. Licensed employees shall maintain an active individual CPD plan. All licensed employees shall participate in the district's CPD program. Modifications to the employee's plan may be made at any time, after consultation with his/her supervisor, as provided by OAR 584-090-0010 through - 0040.

1. Each plan shall be designed to assist the employee to:
 - a. Achieve district, state and national standards:
 - b. Keep current with the development and use of best practices; and
 - c. Develop ways to enhance learning for a diverse student body.
2. Each plan shall identify CPD activities and experiences that address one or more of the following professional growth domains:
 - a. Content of the subject matter of specialty area directly related to the employee's current assignment(s) or to responsibilities he/she reasonably expects to be assigned, or is assigned by the district;
 - b. Strategies for assessment of student performance in achieving school and district objectives and state content standards and interpretation and application of the results;
 - c. Methods for effective teaching, classroom management, counseling, supervision, leadership and curriculum development;

- d. Understanding of diversity in abilities, social and/or cultural background and use of such knowledge to promote achievement of high standards for all students;
 - e. Knowledge of state and national education priorities and the application of that knowledge to one's school and district program;
 - f. Competence in the use of technology in schools and the application of that knowledge to one's assignment.
3. Each plan shall also include the following:
- a. Identification of at least one domain of professional competency to be addressed;
 - b. Identified goals/objectives to be achieved through the CPD plan;
 - c. Proposed activities and experiences to meet the goals;
 - d. Statement of how the CPD plan will assist the educator to improve professionally;
 - e. Resources that will be used to complete the plan;
 - f. Signature of supervisor indicating review and approval of the proposed plan and verification of plan completion.
4. A completed five-year plan consists of a minimum of 125 professional development units. A completed three-year plan consists of a minimum of 75 professional development units.
5. The plan is portable if the educator moves to a different district and is amendable to reflect changes in the educator's goals, assignments or employment.
6. The plan is comprehensive and is sufficient to master new strategies and content.
7. Each educator shall provide documentation to the supervisor or CPD advisor that the plan has been completed and the educator has analyzed the results and applied the acquired knowledge and skills to improve student learning. The educator or the supervisor or the advisor may verify to the district superintendent or designee that the educator has successfully completed the individual Professional Development Plan.
8. At the beginning of each licensure cycle, an educator will meet with his/her supervisor or CPD advisor to review the CPD proposal for the ensuing three or five years.
9. Modifications to the plan may be made at any time, after meeting with the supervisor or CPD advisor for review, to reflect changes in assignment or professional goals.
10. The educator who has met the minimum requirement of 75 PDUs for a three-year license, or 125 PDUs for a five-year license may, at that time, complete his/her plan and obtain the review and verification from his/her supervisor or CPD advisor.

11. The supervisor or CPD advisor will verify completion of the plan and verify that the educator has successfully completed all CPD requirements to the district superintendent or designee at renewal of licensure.

Reviewed: 12/29/99, 1/31/11, 3/7/11

Approved: 12/29/99, 3/28/11