

JEFFERSON COUNTY NORTH PDC Faculty Overview

2010-2011 PDC members

Lee Ann Hartwick- Chairperson	Ruth McFarland - Elementary Rep.
Cindy Johnson- Secretary, HS Rep.	Joy Ballard - “at-large” Rep.
Jack Moore- Middle Level Rep.	Denise Jennings- Admin. Rep.
Linda Poppa - Intermediate Level Rep.	Brandon Giltner- Admin. Rep.

WHY DO I NEED STAFF DEVELOPMENT POINTS--

bottom line-- you must have PDC points to renew your teaching license. Even if you use only college hours, they still must be approved through the PDC and included on your PDC transcript.

PDC points are required in order **to renew your teaching license** through the state department. These points are recorded on your annual PDC transcript. The number of points needed to renew depends on what type of license you currently have. Specific renewal information is listed directly on your current license or you can find it at the KSDE website: www.ksde.org Choose **Educators**, then **Licensure**

KANSAS LICENSURE RENEWAL REQUIREMENTS

*All staff development credit to be used for licensure renewal must be completed within the scope of an individual development plan and the district Staff Development Plan, as well as within the guidelines of the State Department of Education.

- Individuals holding a Bachelor’s Degree must submit 160 professional development points, half of which must be awarded for appropriate college credit. (1 hour = 20 points)
- Individuals holding a Master’s or other Advanced Degree must submit 120 PD points. Individuals holding advanced degrees are not required to earn points from college hours. Points can be all from PD or from any combination of PD and college credit. Individuals who earned a graduate degree PRIOR TO JULY 1, 2003 are grandfathered in and may still use the “Master’s plus Experience” option for renewal based on experience only at any time in their career.

***College credit hours MUST be submitted to PDC and included on transcript UNLESS the credit hours are earned as part of an approved program which will add a new endorsement area or a specialist/ leadership license.**

*Individuals completing the assessments for National Board Certification may renew their license one time based on completion of the NBPTS assessment process.

*Individuals holding NB certification may renew their license with no additional points for the life of the certificate (10 years). Renewing the NBPTS certificate would also ensure renewal of Kansas license.

SALARY MOVEMENT

Points can also be used for **salary movement** the same as college hours. See negotiated agreement for details. Currently, up to 60 points (3 college hours) can be earned for salary movement each year. No more than 20 points can be earned at **KNOWLEDGE** level (district inservice provides at least this many points) 20 can be earned at **APPLICATION** level and another 20 at the **IMPACT** level.

FORMS TO KNOW and USE

These forms will be available in each office or you can also request a form with an e-mail to lahartwick@usd339.net

1. **Individual Development Plans** submitted at the beginning of each year.
2. **Professional Development Activity Request** - Complete this form for approval to attend a conference, seminar, etc.
3. **College Credit Validation** 1 credit hour = 20 points
 Transcript or grade report must be included with validation form
 - All “stand alone” college classes must be submitted to PDC. (Classes which will result in an additional endorsement do not need to be included on PDC transcript.)
 - Online classes must be from an accredited university.
 - Classes must be appropriate for individual’s content area or professional knowledge.
 - Points can be multiplied for impact and application, however documentation must show whether the entire class content was used. Points may be broken down if only portions of the content is applied.
4. **Professional Development Activity Validation** 1 point per hour participation
 Points may be multiplied for impact and application (use Part 2 of form)
 Documentation of participation must be included
 Qualifying Activities:
 - Continuing education courses
 - Workshops/Seminars
 - Service on any committee dealing with curriculum or direct student/school improvement
 - Attendance at subject area meetings at conferences or conventions
 - Attendance at lectures by persons with expertise in an area of education
 - Observation of programs related to the educational setting: ie- visiting another school
 - Supervision of student teacher or other clinical experience (1 pt/ hr outside of contract day)
 - Supervised planning / development of new educational program
 - Publication in a professional journal or other education publication
 - Other Independent Activity/Educational Experiences. (Requires advance approval)

5. Service to the Profession Validation 1 contact hour = 1 point

Points can not be multiplied

Submit meeting minutes or individual time log for documentation

Qualifying Activities:

- Building or District Committee Work
- Active Participation in professional associations i.e.: KNEA, KATM, USA, etc.
- Education based Community activities or presentations (outside of contract day)

6. PDC Transcript - Annual official document showing points earned for the year. These are prepared for each staff member in May after the last PDC meeting. They are distributed the last week of school. They must be signed and returned to the District office to be filed. Transcripts are the official document that is sent to the State when you apply to renew your teaching license. **YOU ARE RESPONSIBLE FOR SIGNING AND RETURNING THEM BEFORE LEAVING FOR THE SUMMER.**

USD 339-Jefferson County North
Criteria for Awarding Professional Development Points

Level	Points
<p>Level 1 – Knowledge Based Activity (Appendix D) Attendance at sessions related to improvement of student learning. These sessions can include workshops, conferences, seminars, or study groups.</p>	<p>1 point per contact hour</p>
<p>Level 2 – Application (Appendix D- side 2) Show evidence of application of knowledge gained using at least three of the following indicators</p> <ul style="list-style-type: none"> *Teacher created resources/units *Student product *Teacher log/journal *Presentation at local level (BOE, Site Council) *Informal data collection *Classroom observation by administrator *Video Presentation showing application *Other indicator (may need advanced approval of PDC) 	<p>2x knowledge points or as designated by district PDC</p>
<p>Level 3 – Impact (Appendix D - side 2) Follow-up indicating long term implementation and benefit to learning process. Within one year or a logical cycle following implementation, use two additional indicators from this list to provide evidence of impact on student learning or of sharing professional development with peers.</p> <ul style="list-style-type: none"> *Student achievement *Teaching other teachers/Peer coaching *Presentation at a Conference/training teachers from other districts *Formal data collection *Other indicator (may need advanced approval of PDC) 	<p>3x knowledge points or as designated by district PDC</p>
<p>Example: A teacher attends an activity on using math problem solving strategies that involves attending <u>6 hours of training</u>. Appendix D is completed for Validation of Knowledge gained and 6 inservice points are awarded. Following the training, the teacher implements the knowledge in the classroom and prepares a Unit of study based on the strategies learned. A description of the unit, along with a student product from the unit, and a journal describing successes/challenges are submitted to the PDC along with Appendix D-side 2, for Validation of Application. An additional 12 points (original 6 points x 2) are awarded. The following school year the teacher continues to implement the strategies and shows further student impact. The teacher teaches fellow teachers to use the strategies and tracks students achievement showing improvement because of the strategies. Documentation showing these effects are submitted to PDC along with Appendix D-side 2 for Validation of Impact. An additional 18 points are awarded (original 6 points x 3). In the two years the teacher has earned a total of 36 inservice points based on the one 6 hour inservice activity.</p>	

**USD 339-Jefferson County North
Professional Development Activity Request**

Name _____ Building _____

Name of Workshop/Activity _____

Location of Activity _____ Date of Activity _____

Which goals from your PDP will this activity support? _____

Sponsoring Organization: (e.g. Keystone, South Central ESC, Greenbush)

Attach copy of activity program or description.

Is this activity : _____ Content Knowledge or _____ Professional Education

zzΩ What knowledge or skills do you hope to acquire from this activity?

Level of implementation anticipated? ___ Knowledge ___ Application ___ Impact

Hours involved in workshop? _____ Dates substitute is needed: _____

School vehicle needed? yes / no _____

Cost: _____ registration _____ lodging _____ meals _____ **Total**

Principal approval

Yes _____ No _____	Reason
principal signature	
date	

Superintendent approval

Yes _____ No _____	Reason
superintendent signature	
date	

Be sure to also complete a leave request if a substitute is needed and a school vehicle request if desired.

**USD 339-Jefferson County North
Validation of College Credit or Continuing Education**

Name _____ Building _____

Name of Class _____

Instructor _____

Sponsoring University or College _____

If this is an On-Line college-- what is there accrediting association? _____

Choose one: _____ Content Knowledge _____ Professional Education

Attach transcript or proof of attendance

Briefly describe the class and tell how it has improved you as a teacher.

Credit hours _____ x 20 = Professional Development points

Applicant's Signature	Date
Building Administrator Signature	Date
PDC Chairperson Signature	Date
Number of Points Approved by PDC _____	
Not Approved (explanation)	
_____ _____ _____	
On-line university accreditation checked by PDC _____	

**USD 339-Jefferson County North
Validation of Professional Development Activity
PART 1: Knowledge Gained**

Name _____ Building _____

Name of Workshop/Activity _____

Location of Activity _____

Sponsoring University or College _____

What goal from your PDP was addressed? _____

Choose one: _____ Content Knowledge _____ Professional Education

1. What knowledge or skills did you acquire from this activity?

2. Describe how this activity connects to district outcomes, the school improvement plan, or your individual development plan.

3. Do you plan to follow up with long term implementation? _____yes _____ no

4. How many hours were you in attendance? _____ (points requested)

Attach transcript or proof of attendance

Applicant Signature	Date
Administrator Signature	Date
PDC Chairperson Signature	Date
Number of Points Approved by PDC _____	
Not Approved (explanation)	

please save a copy of this form if you plan to validate application/impact

USD 339-Jefferson County North
Validation of Professional Development Activity
PART 2: Application and Impact
Knowledge level points must have been previously approved.

Name _____ Building _____

Name of Workshop/Activity _____

LEVEL 2: Application of Knowledge: Check at least 3 indicators and attach the documentation necessary for each one.

date _____

_____ Student product _____ Teacher log/journal _____ Presentation at local level
 _____ Informal data collection _____ Classroom observation by administrator
 _____ Video Presentation showing application _____ Other indicator (w/ advanced approval)

Application Points Requested: Level 1 Knowledge points _____ x 2= _____

Applicant Signature	Date
Administrator Signature	Date
PDC Chairperson Signature	Date

Not Approved (explanation)

LEVEL 3: Impact of Application: Check at least 2 additional indicators and attach the documentation necessary for each one.

date _____

_____ Student achievement _____ Formal data collection
 _____ Leading staff development within the district /peer teaching
 _____ Presentation at conference or staff development outside of district
 _____ Other indicator (w/ advanced approval)

Impact Points Requested: Level 1 Knowledge points _____ x 3= _____

Applicant Signature	Date
Administrator Signature	Date
PDC Chairperson Signature	Date

Not Approved (explanation)

**USD 339-Jefferson County North
Validation of Service to the Profession**

Name _____ Building _____

Name of Organization or Activity (see PDC guidelines for more information)

Location _____

Dates and times of service _____

Describe the time spent or work involved and how it related to your professional development. _____

Attach documentation showing your involvement

Number of hours involved in service? (1 hour = 1 point) _____ points requested

Applicant Signature	Date
Administrator Signature	Date
PDC Chairperson Signature	Date
Number of Points Approved by PDC _____	
Not Approved (explanation) _____ _____ _____	