Teacher-Presenter Packet

2009 – 2010

FRISCO INDEPENDENT SCHOOL DISTRICT

April 15, 2009

TO: All Teacher-Presenters

FROM: Jacqueline Kennedy

SUBJECT: Teacher-Presenter Packet

INFORMATION ONLY

The real goal of professional development is to create systemic change that positively impacts student learning over time. By sharing your expertise and learning with your colleagues, you have joined our journey to strengthen the professional development in FISD to impact all students, deepen educators' content knowledge, and explore research-based instructional strategies. For this commitment we are grateful.

The National Staff Development Council (NSDC) has designed 12 Standards for Staff Development that are organized into three strands: context, process, and content. These strands are all necessary to ensure that professional development improves student learning.

- **Context** is the environment you create within your session.
- **Process** refers to how new knowledge and skills are acquired within your session.
- **Content** refers to what students must know and be able to do, and correspondingly, what educators must know to bring about student success.

In an effort to make sure you have the best experience as a presenter, we ask that all teacher-presenters attend a 90-minute information session. In this session we will review the roles and responsibilities of teacher-presenters in Frisco ISD, discuss various logistics, and answer any questions you may have as we approach the summer professional development window.

If you are a summer presenter, please make arrangements to attend one of the following information sessions. **Contact Salina Aguilar at 469-633-6870 to reserve your seat.**

- Tuesday May 5 (4:00-5:30) Acker Training Room 30
- Tuesday May 12 (4:00-5:30) Acker Training Rooms 29 & 31
- Tuesday May 26 (4:30-6:00) Acker Training Rooms 29 & 31
- Thursday May 28 (4:00-5:30) Acker Training Room 30

Thank you again for joining the journey!

Important Session Announcements

As the instructor, please take some time at the start of your session to read/address the following:

Attendance

- Participants must sign the sign-in sheet (Staff not signing in will not receive credit.)
- Participants must take the survey to receive credit (Complete the survey within 7 days is required for credit.)
- In order to receive credit for attending a workshop**,** all participants **MUST** sign the sign-in sheet at the beginning of each session.
- If your name is not on the sign-in sheet, PRINT it on the bottom of the page along with the name of your home campus. Participants that do not sign in will be counted absent. If you have an all day class, you will have two attendance sheets; one for the morning and one for the afternoon. All attendees are required to sign both attendance sheets.

Survey: Surveys have been assigned to *all* workshops for evaluation. Participants must complete the online survey in order to receive credit for attending a course designated with a survey**. Seven days after the end of the session, attendees will not be able to access the survey and receive credit if they did not complete the survey.**

Professional Development Norms

- Be on time (Morning sessions start at 8:00; afternoon sessions start at 12:30).
- Be actively engaged throughout the session
- Exhibit professional behavior at all times
- Remain focused on student success
- Turn off all electronic devices

Professional Development Hours

- All campus and district professional development days will be 8:30-3:30, 11:00-12:30 lunch.
- A professional development day is considered to be 6 hours in length (maximum)

Presenter Logistics

Session Folder: Pick up your session's folder at the front of the building. It will contain instructions for the day, such as posting your session door sign to information on how to log-on with the technology to copies of your attendance sheets.

Instructor Credit (During Non-contract): Workshops that teachers conduct for other teachers during non-contract time **CAN NOT** count toward the minimum 12-hour non contract (exchange) requirement. Options for exchange credit are no longer allowable. Teacher-presenter will be paid a stipend (Paid for via Professional Development) for all workshops conducted as follows:

- 6 hour workshop, includes preparation time $250; split $125.00 for co-presenters
- 3 hour workshop, includes preparation time $125; split $62.50 for co-presenters
- 1.5 hour workshop, includes preparation time $62.50

Instructor Credit (During Contract): Workshops that teachers conduct for other teachers during districtwide professional development **CAN** count toward the 30 hour non contract requirement. Teacher-presenter can be paid a stipend (Paid for via Curriculum Department) for planning and preparation ONLY at a rate of $25/hour for half of the presentation time. In most cases as follows:

- 6 hour workshop; 4 hours of preparation ($100)
- 3 hour workshop; 2 hours of preparation ($50)
- 1.5 hour workshop; 1 hour of preparation ($25)

Instructor Required Enrollment: You must have a minimum of 10 attendees in order to receive a presenter-stipend. (You may still present with fewer than 10; however, you will not receive a stipend.) Remember, the instructor is not considered an attendee. **Allowances will only be made for fewer attendees when smaller specialized content areas are involved**.

5. Registration Deadline: Registration closes 2 days before a class begins in order for you to preview your enrollment and plan accordingly. Also, anyone that was "pending" on the waiting list would have been notified 2 days prior to the start of the session in order to make arrangements to attend.

6. No Show: Anyone not in attendance is considered a no show and will be counted absent in Eduphoria. **Also, anyone that does not sign the sign-in sheet will be counted absent in Eduphoria.**

7. Professional Development Supplemental Pay Form: Before you can be paid, you must complete the Professional Development Supplemental Pay Form on Eduphoria FormSpace ***for each course*** you present. **See Step #3 below for complete instructions.**

8. Technology Assistance: A Technology Facilitator will take care of getting and returning borrowed technology equipment, including projectors, computers, Elmos…etc**.** **If you bring your own equipment, please make sure that you remove it from the classroom.**

Presenter Responsibilities

1. **Preparation Expectations**
    - Be sure you have ample copies and materials for your session. Don't count on using the copy machine at the building you've been assigned.
    - Plan for high levels of adult learning. You've been to great workshops and you've been to mediocre workshops; keep your learner in mind!

2. **Supplies:** All supplies will be provided by presenter (check with your coordinator or director if you have special needs). Only a very limited amount of emergency supplies will be available on-site for presenter use. **Please see Professional Development for assistance.**

3. **Copies:** All handouts should be submitted in advance to coordinators for prior approval. Once approved, you will be provided a copy code to include on your Copy Center Request form. **Handouts should be limited to NO MORE THAN 25 pages and reviewed by a coordinator/director prior to being submitted to the Copy Center NO LATER June 5.**
    - On-site copy machines will not be accessible for handouts and extra copies, so be sure to request the largest number needed for your session.
    - Should an emergency arise, handouts can be attached in Eduphoria under the course notes for participants to download and access at anytime (before of after the session). **See Professional Development for assistance.**

4. **Professional Development Hours:** Please stick to the schedule! Please begin and end promptly. We want our professional development time to be as productive as possible. If you finish early, open the floor for discussion and/or questions, ***but don't dismiss early.***
    - All campus and district professional development days will be 8:00-3:30, 11:00-12:30 lunch.
    - Individual courses / workshops must be at least 1 hour in length for credit

5. **Attendance:** Eduphoria sign-in sheets should always be used. **Please refrain from using notebook paper and/or miscellaneous sign-in sheets for your session.** Print your sign-in sheet from Eduphoria for the attendees to sign. Make any notes necessary on the sign-in sheet regarding attendance, such as left early for doctor's appointment.

6. **Room Assignments:** Principals and their staff are graciously allowing us to use their building and classrooms. Please make sure that you leave it *better* than you found it.
    - Final room assignments will be made by the Professional Development staff.
    - Do not change rooms. Rooms have been reserved and arrangements have been made to accommodate your group to the best of our ability.
    - Make sure that you remove any extra handouts, other materials, or personal belongings from the classroom / area.
    - Please shut down the computer, including the monitor.

Step #1: Planning Your Course

Work closely with your director and/or coordinator to plan your course. Use the planner below to assist you in promoting ongoing professional development that encourages individual reflection and group inquiry into teachers' practice as well as plan across the five phases of professional development.

<table>
<tr><th colspan="2">Sample Course Planning Tool</th></tr>
<tr><td colspan="2">1. Title of Presentation
(As it should appear in Eduphoria.)</td></tr>
<tr><td colspan="2">2. Course Description
(A 40-60 description of the objectives, content, and ways participants may use the information as it should appear in Eduphoria)</td></tr>
<tr><td>3. Participant Outcomes
(3-4 intended participant outcomes. What will participants know and be able to do as a result of attending the session?)</td><td>4. Session Alignment
(How is your presentation aligned with district goals / instructional focus?)</td></tr>
<tr><td colspan="2">5. Session Process
Have you determined your session agenda and design, including the following:
TIME: How much time for each part of your presentation?

CONTENT: What content will be presented / learned?

PROCESS: How will the participants be engaged with the content?</td></tr>
<tr><td>6. Research Base
(What best practices and research have informed your work? Remember to provide specific data (citations, annotations, or resources) that connect to and support your work.)</td><td>6. Impact
What are the expectations for the use of the content presented:
☐ Building a Knowledge Base?
☐ Observing Models and Examples?
☐ Reflecting on Your Practice?
☐ Changing Your Practice?
☐ Gaining and Sharing Expertise?</td></tr>
</table>

Sample 5E Course Planning Tool

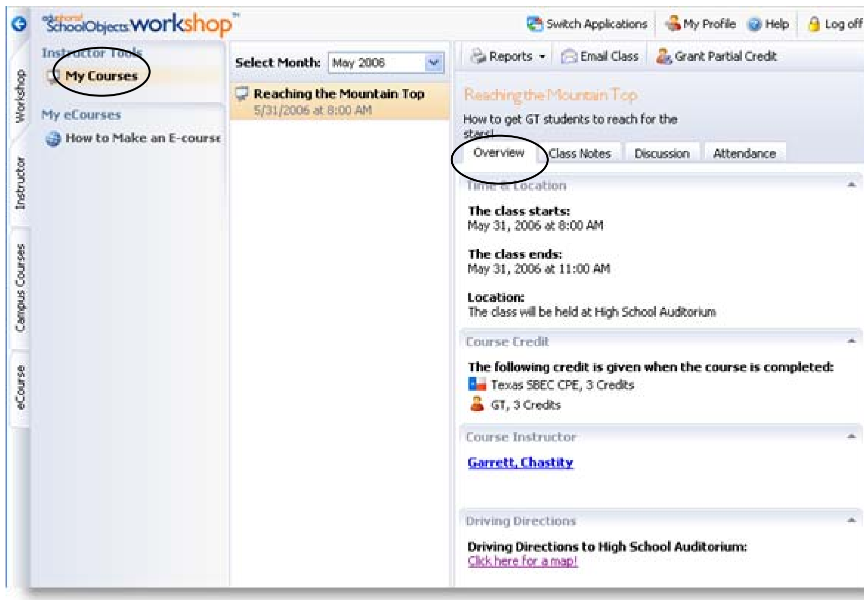
Instructor:	
Date:	
Course / Target Audience:	**Materials:**
Lesson objective(s): ***Participants will be able to . . .***	
Differentiation strategies to meet diverse learner needs:	
ENGAGEMENT – __ Minutes	
EXPLORATION – __ Minutes	
EXPLANATION – __ Minutes	
ELABORATION – __ Minutes	
EVALUATION – __ Minutes	

Step #2: Managing Your Course in Workshop

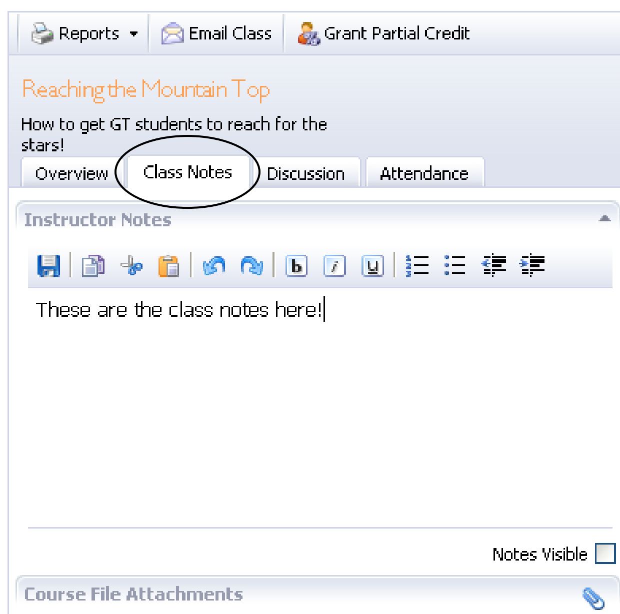
Course instructors will have a special tab on the left side of their screen. (This **Instructor** tab allows an instructor to manage the courses they teach. By clicking on **My Courses** you will be allowed to choose the list of courses you're teaching.

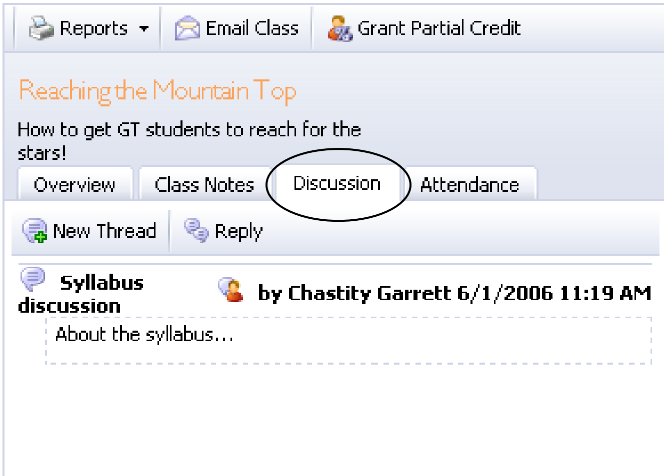
After clicking on **My Courses** you will see a list of your courses for the oldest month. You can click on the month drop down list to select any other month in which you have courses. Each course will show the title of the course followed by the date and time.

1. Selecting a course in the list will present you with that course's information. The first **Overview** tab will display the course time, location, credits, instructor, and directions.

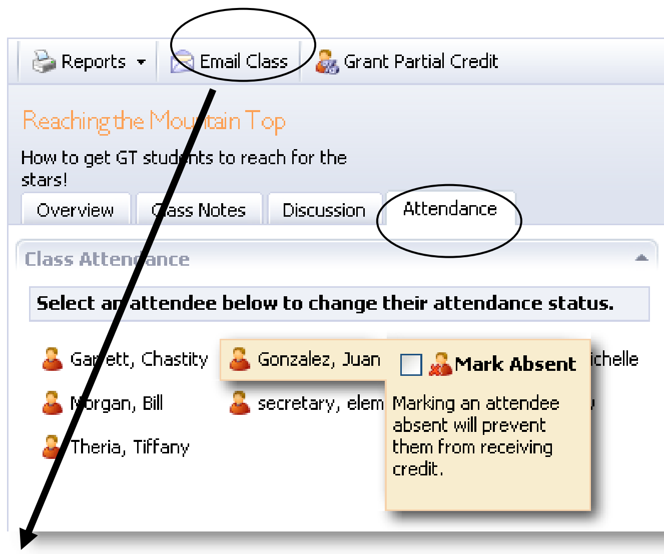


2. The following **Class Notes** tab will allow you to enter notes that are available to the staff members enrolled in this course. Using the toolbar you can access the standard word processing options to create your class notes. You can also attach files to the notes using the paper clip button in the bottom right. Once completed, check the **Notes Visible** checkbox, and click the blue disk button to save. Otherwise, attendees of your course will not be able to view the notes.





3. The **Discussion** tab allows the instructor and the attendees to participate in a message board type discussion. By posting threads and replying to those threads, everyone in the class can participate in an online discussion. Use the **New Thread** and **Reply** buttons to do this.



4. **You will not need to return to Eduphoria to take attendance. Sign-in sheets should be received within one week of your workshop date.** The **Attendance** tab allows the instructor to take attendance for the class. However, upon completion of your session, submit your sign-in sheets to Professional Development in-person **-OR-** via interoffice mail.

5. Instructors can email the entire class using the **Email Class** button on the toolbar. If configured correctly, this will function through your existing email client. Instructors can also print out the course details, a sign in sheet, and the course credit information using the **Reports** button.

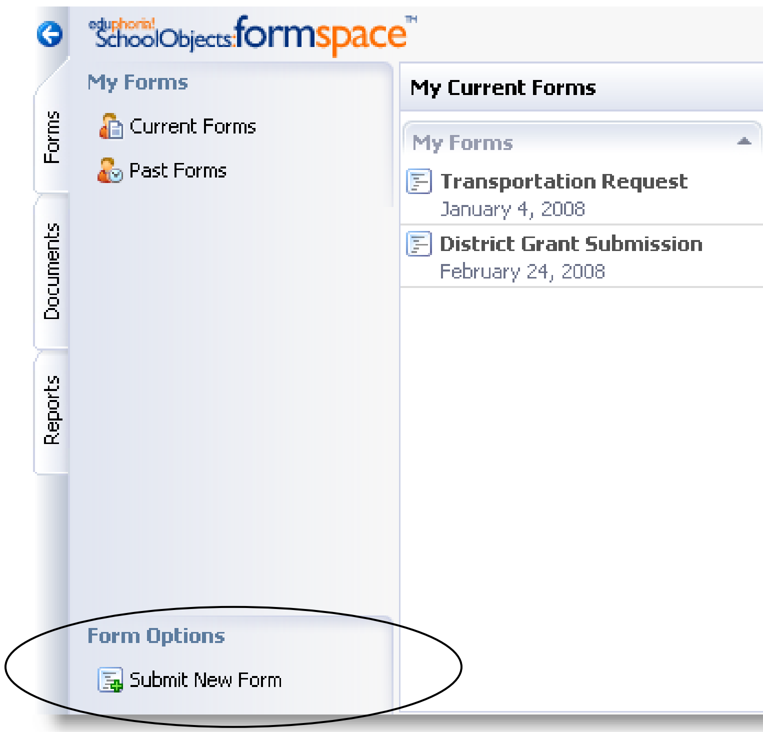
Step #3: Requesting Supplemental Pay in FormSpace

Submitting your **Professional Development Supplemental Pay Form** on FormSpace is your final step as an instructor. You can also upload scanned copies of your sign-in sheet within the form instead of sending them via interoffice mail.

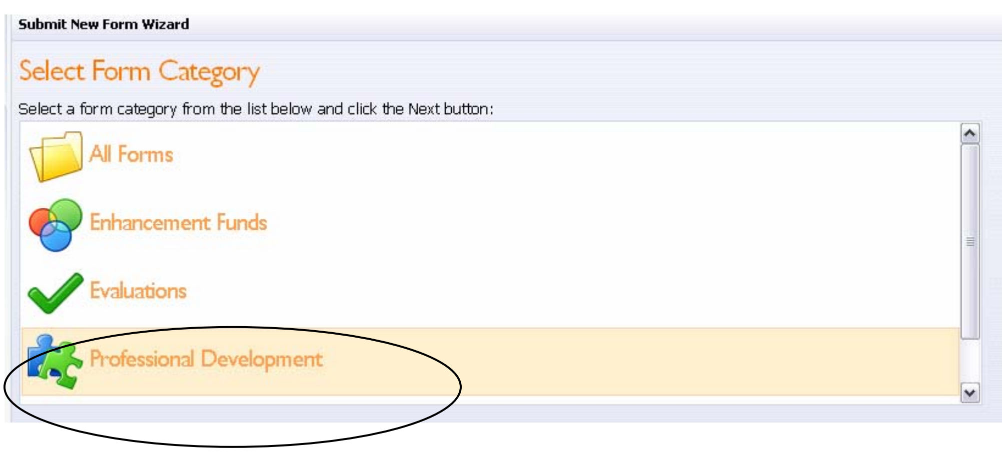
Using FormSpace expedites the entire process of compensating you for all your hard work. **"Old" hard copy forms will not be accepted.** Detailed instructions for submitting and viewing forms on FormSpace are below. Should you need assistance, please contact your Technology Integration Facilitator or Jamie Driskill in Technology.

1. When entering FormSpace, you will be presented with the forms you have previously submitted listed under Current Forms. You will also be able to see the forms submitted in previous school years by selecting **Past Forms.**

2. To submit a new form, select **Submit New Form** in the bottom left. This will open a wizard that will walk you through the process.

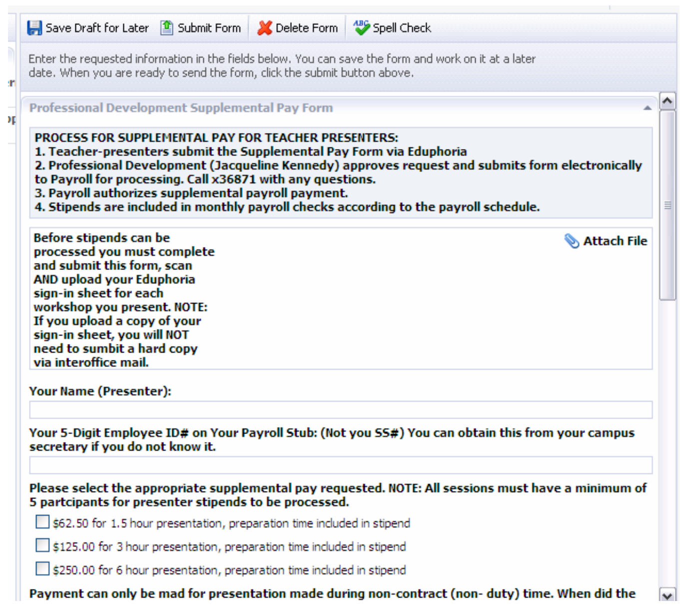


3. Start by selecting a form category in the list. You will see it turn orange. After you have selected a category, click the next button in the bottom right corner.

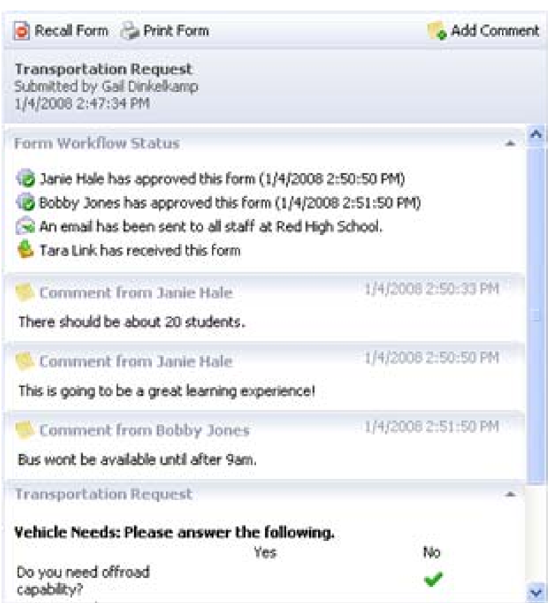


4. You will then need to choose the **Professional Development Supplemental Pay Form** from the category's list. Simply click on the desired form and then click **Next**. The final page will tell you that you are finished and prompt you to click on **Begin Editing Form**.

5. The editing interface will appear and allow you to complete the selected form. The top toolbar has several options to manage this form. Clicking **Save Draft for Later** will save all of the content in your form, but will not submit it to be processed. **Submit Form** will also save the form and start the form's workflow. **Delete Form** does just that, but you will have to confirm your selection. You can also check the spelling in your form by clicking on **Spell Check**.



6. Once a form has been submitted, you will be able to see the workflow for that form. The Workflow Status will change as the workflow progresses from approver to approver. Below this will appear comments left by approvers.



On the top toolbar you can **Recall Form** if needed. This will pull the form out of the workflow, allow you to make changes, and then submit the form again. You also have the ability to **Print Form** and **Add Comment.** Adding a comment allows you to add additional information about the form without modifying the form itself.

Professional Development Check List

Professional Development Creation

- ☐ Learning Objectives are developed
- ☐ Target Audience has been chosen
- ☐ Nested Process is used for Planning
    - o Content has been gathered
    - o Process has been planned
    - o Context has been developed
- ☐ Layout of room is decided
- ☐ Handouts have been created
- ☐ Training room has been reserved
- ☐ Session is approved by Director/Coordinator one month prior to the start date *(eCourses should be requested 2 months prior to start date)*

Professional Development Publication

- ☐ Session is requested in Eduphoria / FormSpace
- ☐ Session is created by the Professional Development Department

Two Weeks Prior to Professional Development Session

- ☐ Check enrollment
- ☐ Order food, etc. if needed
- ☐ Finalize handouts and upload them to the course
- ☐ Finalize table supplies
- ☐ Finalize chart stands and tablets
- ☐ Finalize music
- ☐ Finalize decorations
- ☐ Finalize AV details

One Week Prior to Professional Development Session

- ☐ Check enrollment
- ☐ Finalize and copy handouts
- ☐ Finalize set up plans

No later than One Day before a Session

- ☐ Everything is packed and ready to move.

Day of Session

- ☐ Complete any final set-up details
- ☐ Collect sign-in sheets
- ☐ Take down all materials, supplies at the end of session.
- ☐ Inter-office mail sign-in sheets to Professional Development Office / Acker

Two Weeks After Session

- ☐ Review Surveys and complete any Follow-up Activities