

**Districtwide
Professional
Development**
for

Central Office Paraprofessionals

(Secretaries, Data Processors, Receptionists, Specialists,
Specified Managers, Supervisors, and Auxiliary Staff)

June 8, 2009 – November 8, 2009

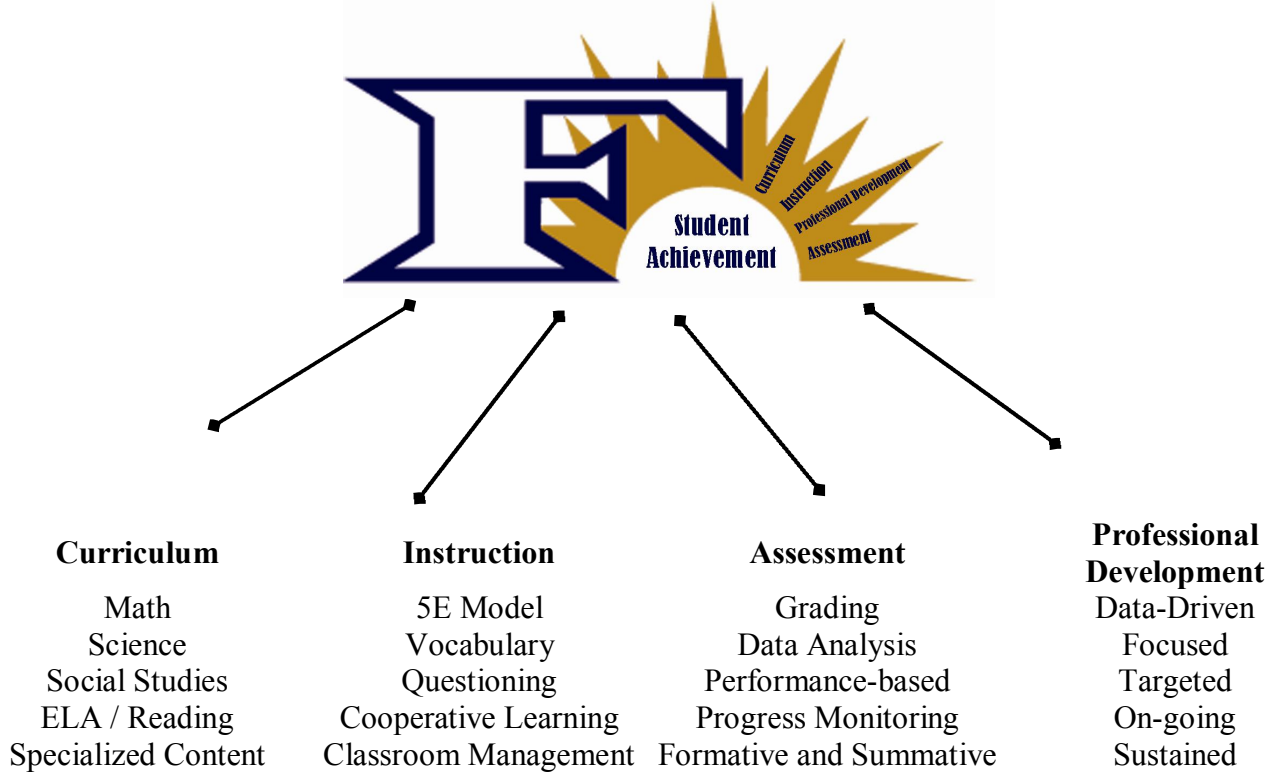


Frisco Independent School District Mission

By providing a unique learning environment that maximizes student opportunity and invests in meaningful relationships, the mission of the Frisco Independent School District is to partner with parents and community in developing caring citizens equipped to continue learning and pursue their aspirations.

Curriculum & Instruction Philosophy

The Frisco ISD Curriculum and Instruction Department will serve the district by providing a challenging curriculum, assessing individual student achievement and supporting efforts to ensure student success.



Professional Development Framework

Curriculum	Instruction	Assessment	Differentiation	Continuous Improvement
CONTENT	PROCESS			CONTEXT
What we teach (The plan, design, sequence and pacing of content)	How we teach (The delivery and instructional strategies used)	How we measure what we teach (The formative and summative assessments used)	How we teach varied learners (The plan to keep student variance in mind)	What we do as educators (The plan for monitoring and refining practices)
<i>What must our students know and be able to do?</i>	<i>What kind of instruction will enable students to demonstrate the knowledge and skills defined in the curriculum?</i>	<i>How will assessments be used to determine how well students are learning (and how effective instruction is)?</i>	<i>How will students varying background knowledge, readiness, language, learning preferences, and interests be addressed?</i>	<i>What must be addressed when planning, implementing, and evaluating ongoing district, campus and individual improvement?</i>

Districtwide Professional Development Expectations

Professional Development Definition

Professional development is a continuous learning process across all levels of education for the entire learning community. Quality professional development expands the capacity of the learning community to realize its vision and reach its goals.

Informational meetings, faculty meetings or “nuts and bolts” meetings and committee work including, time devoted to business, staff, department or team meetings, house keeping, and/or operations will not be considered into as professional development.

Registration and Attendance

Register in Eduphoria Workshop (Registration ends 48 hours before the start of the course.)

Un-register 48 hours before the class if you are not able to attend (No-shows will be counted absent.)

Low enrollment can result in the class being cancelled

Don't forget to sign the sign-in sheet (Staff not signing in will not receive credit.)

Take the survey to receive credit (Complete the survey within 7 days is required for credit.)

Check your portfolio often for errors (Reported in a timely manner.)

Children are not permitted to attend professional development sessions. Additionally, children may not be left unattended in building(s) where professional development is scheduled.

No-show /Excessive Absence Procedure

If a participant registers for a course and does not attend he/she will be marked as absent. After three "no shows" are recorded on the transcript, the participant will be locked out of the Eduphoria system.

Principals must contact Professional Development on behalf of their staff in order for the registration account to be reset. Principals will receive periodic reports of “no shows” for their campus staff to address in PDAS Domain VII.

Professional Development Norms

Be on time (Morning sessions start at 8:00 and 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

A professional development day is considered to be 6 hours in length (maximum)

Courses / workshops must be at least 1 hour in length.

All campus and district professional development days will be 8:00-3:30, 11:00-12:30 lunch.

Summer Professional Development (Centennial)

June 15-30	July 20-August 7
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Super Saturdays (CTE)

Super Saturdays are intended to be a follow-up date to address <i>observed</i> district needs and provide additional professional development options for late hires, first-year alternative certified and teachers in need of additional training.		
September 19	October 24	February 6

New Hire Professional Development Week (Liberty)

August 10	August 11	August 12	August 13	August 14
Beginning Teacher Academy	Beginning Teacher Academy	New Hire PD	New Hire PD	New Teacher Breakfast
				Campus Orientation
Districtwide Professional Development				
August 17	August 18	August 19	August 20	August 21
Campus-Elementary District-Secondary	Campus-Elementary District-Secondary	Campus-Secondary District-Elementary	Campus-Secondary District-Elementary	Convocation
				Teacher Workday
October 12	November 23	November 24	January 15	May 3
Parent Conference	Exchange Day**	Exchange Day**	Districtwide PD	Service Pin
				Campus PD
June 5				
Teacher Workday				
2009-2010 Professional Development Distribution				
District-driven			3 days	
Campus-based			2 ½ days	
Individually-determined			2 days	
District Sponsored Events			1 day (½ day for Convocation and ½ for Service Pin Recognition)	
Teacher Workdays			2 ½ includes Parent Conference	
TOTAL			11 DAYS	

Professional Development Locations and Details

	Date	Scheduled	Locations	Staff	Hours
New Hire Week	August 10	Beginning Teacher Academy	Liberty	First Year Teachers	6**
	August 11	Beginning Teacher Academy	Liberty	First Year Teachers	6**
	August 12	Model Classrooms & Technology Tools	Liberty <i>and</i> Specified Locations	First Year Teachers & New to Frisco Staff	6**
	August 13	Districtwide PD	Liberty	First Year Teachers & New to Frisco Staff	6**
	August 14	New Teacher Breakfast	Liberty	First Year Teachers & New to Frisco Staff	0
		Campus Orientation	Home Campus	First Year Teachers & New to Frisco Staff	3**
Districtwide Professional Development	August 17	Campus-Elementary District-Secondary	Specified Locations	All staff	6
	August 18	Campus-Elementary District-Secondary	Specified Locations	All Staff	6
	August 19	Campus-Secondary District-Elementary	Specified Locations	All staff	6
	August 20	Campus-Secondary District-Elementary	Specified Locations	All Staff	6
	<i>September 19</i>	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	<i>±6**</i>
	August 21	Convocation	Deja Blue Arena	All Staff	0
		Teacher Preparation	Home Campus	All Staff	
	October 12	Parent Conferences	Home Campus	All Staff	0
	<i>October 24</i>	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	<i>±6**</i>
	November 23	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	November 24	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	January 15	Districtwide Professional Development	Specified Locations	All Staff	6
	<i>February 6</i>	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	<i>±6**</i>
	May 3	Service Pin Recognition	Deja Blue Arena	All Staff	0
		Campus-based Professional Development	Home Campus	All Staff	3
June 5	Teacher Preparation	Home Campus	All Staff	0	

**Exchange days for non-contract professional development accrued off-duty*

***Applicable toward the 12-hour non-contract professional development for teachers.*

Central Paraprofessional Requirements

	Central <u>Paraprofessional Staff</u>
Deadline	NOVEMBER 08, 2009
Employee	<i>All CENTRAL OFFICE</i> <u>Paraprofessional</u> staff (secretaries, clerks, receptionists, managers, supervisors, and specified auxiliary staff)
Requirement	Must obtain a minimum of 12 hours of non-duty professional development (off contract) –AND/OR– 12 hours of approved compensation time exchange for November 23 & 24.
Options	<u>In-District</u> Limited to Finance and Technology <u>Out-of-District</u> Conferences Region X ESC Evenings / Summer / Saturdays Graduate Coursework
Penalty	Work on November 23 & 24
Reporting	Professional Development Equivalency Form
Documentation	Professional Development Documentation + BAC Comp time Report = Professional Development Equivalency Form
Contact	HR Auxiliary Services

12-Hour Non-Contract Professional Development Compensation Time Requirement

- All compensation time accrued must be pre-approved by supervisors.
- All out-of-district professional development must be pre-approved by supervisors and documented.
- Sick, personal, or vacation days **can not** be used to attend professional development for exchange (non-contract) credit. Sick, personal, or vacation days **can not** be used in lieu of professional development.

Compensatory Time Guidelines and Information

Compensatory time is additional time earned above the normal assigned hours during the regular work week. Compensation time earned by the November 8, 2009 pay period (which posts to the December 15, 2009) and exchanged days for any part of November 23 & 24 would be reconciled per the following pay period and posted to the January, 15, 1009 paycheck.

- **Clocking In and Out Procedures:** Paraprofessionals do not need to clock in and out for voluntary training outside of the regular work schedule.
- **Saturdays / Summer / Evenings:** Voluntary workshops or courses are considered regular hours and overtime laws do not apply to voluntary training.
- **Monitoring Compensation Time:** While BAC has a self service site on the web that shows the last two weeks of time, the site does not have compensation balances listed. Compensation balances (as of the last pay period posted) are shown on each pay stub and can be access from the Employee Access Center.
- **Official Time:** Each campus/department is not responsible for compensation time. Calculations are done in the Payroll Department to ensure legal and accurate calculations are completed. Head/main secretaries may keep an “estimate” of what they think a paraprofessional has in order to consult the employee and supervisor.
- **Reconciliation:** Each month, supervisors are given a copy of the compensation report for all paraprofessionals, however, it is only through the last posted pay period. For supervisors to know in advance, on November 8, they will have to communicate closely with their head/main secretary and review the employee’s time card. **All earned compensation time would then be indicated on the Equivalency Form along with and documentation. This time will be verified and reconciled after December 15 and posted to the January, 15, 1009 paycheck.**

Failure to Meet the 12-hour Professional Development/Compensation Requirement

- *Paraprofessionals choosing not to meet the minimum 12-hour non duty professional development requirement will be docked at their daily rate of pay* in order to return the compensation received for the exchange days. Payroll deductions will be done in half-day or full-day increments, not hourly, based on each individual’s daily rate as determined by HR.

Pay Reduction for Non-completion of Professional Development/Compensation Requirements

Non-duty Professional Development Hours Completed	Pay Reduction at Daily Rate
12 hours of non-duty professional development	0 days
11-9 hours of non-duty professional development	½ day at daily rate
8-6 hours of non-duty professional development	1 day at daily rate
5-3 hours of non-duty professional development	1 ½ days at daily rate
2-0 hours of non-duty professional development	2 days at daily rate

Paraprofessional Late Hire Requirements

Professionals Hired Between	Professional Development/Compensation
August 24, 2009 – September 18, 2010	Minimum of 12 hours
September 21, 2010 – November 7, 2010	Minimum of 6 hours
After November 8, 2010	No Requirement for 2009-2010

Professional Development Requirement Guidelines

Equivalency Form: All central office paraprofessionals must complete the interactive **Professional Development Equivalency Form** and attach all required documentation of compensation time and/or professional development (in or out-of-district) to submit by the deadline; November 8.

Part-time Staff Requirement: All part-time campus staff **working 20 hours or more** with students in an instructional setting must complete the full professional development requirement.

Discretionary Leave: Per the Employee Handbook, except in extenuating circumstances as determined by the Superintendent or designee, discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated testing, or professional development days.

Out of District Courses and Conferences: To receive non-contract professional development credit for out-of-district workshops and conferences, you must be off-contract (duty) and submit an **Out-of-District Pre-Approval Form** to your supervisor **BEFORE** attending. Attach all proof of attendance/certificates **AND** workshop/session details to your **Professional Development Equivalency Form**.

College / University Course Credit: To receive professional development credit for college and university coursework, submit an **Out-of-District Approval Form** to your supervisor.

- **One 3 hour college course = 6 hours of non contract professional development credit**, not to exceed 6 hours towards the 12-hour minimum non-contract requirement.
- **BEFORE** a new portfolio entry is requested in Eduphoria transcripts **AND** a course description must be submitted to your supervisor.
- Since both fall and spring courses typically end after the November 8, 2009 deadline, college hours for these semesters may not be used. However, continuing education, mini-mesters, and summer coursework can be submitted.
- Non-contract credit for college/university coursework requires pre-approval.
- Courses must be related to your **current** position.

CPR Courses: CPR credit **CAN NOT** apply towards the 12-hour minimum non-contract requirement for content teachers and staff **EXCEPT** nurses, health, and PE teachers and paraprofessionals. **Although required for some extra-duty assignments, it is not directly related to any specified assignment.**

Digital Learning Environments: Only pre-approved online, distance learning, eCourses, webinars and/or any combination thereof (excluding PDAS), completed during non-contract time can count toward the 12-hour minimum non-contract requirement.

Book Studies: Six hours of professional development credit (non-contract or contract) is the maximum number possible for a book study. Credit is not accrued for reading the book, but it is given for the time spent processing and applying the content (discussions, round robins, application action plans, and or presentations/sharing). **Prior to scheduling a book study, a Book Study Proposal Form must be completed and submitted to Professional Development for approval.**

Technology Application: Courses delivered by the Business Office, Instructional Technology, and Data Information Services including Outlook, eSchools, Pentamation, Job Applicant Tracker, and Hardware and Software workshops **CAN** count toward the 12-hour minimum non-contract requirement for paraprofessionals.