

MORGAN COUNTY SCHOOLS

PROFESSIONAL STAFF DEVELOPMENT HANDBOOK



2016-2017

MORGAN COUNTY SCHOOLS CONTINUING EDUCATION THROUGH PROFESSIONAL STAFF DEVELOPMENT

Our mission is to provide a "learning for all" educational program.

We believe:

1. All students can learn in a culture that is nurturing, safe, orderly, respectful, and supportive.
2. Collaborative instructional leadership and high quality teaching are essential for increasing student achievement which is sustained through goal-focused and research-based staff development, driven by system-wide data.
3. Parents, businesses, and community members are valued and respected partners in the educational process.

West Virginia Professional Development Goals and Objectives

- Goal 1** Prepare all students for college and career readiness by increasing West Virginia educators' deep content knowledge and proficiency in the design and delivery of standards-driven instruction and assessments.
- Goal 2** Increase the knowledge and skills of all Pre-K through third grade educators to deliver a comprehensive approach to early learning that includes a balanced approach to early literacy.
- Goal 3** Establish and sustain effective collaboration learning teams in schools and districts in alignment with the board standards for professional learning in a cycle of continuous improvement.
- Goal 4** Improve leadership competencies for instructional leaders to support high quality teaching and learning.
- Goal 5** Utilize the educators' evaluation system as an important component of continuous educator improvement.

STAFF DEVELOPMENT COUNCIL FOR 2016-2017

Professional Staff Development	Term of Service	Representing
Adam Keeling	2015-2017	Elementary
Jamie Harris	2015-2017	Administration
Keri Cunningham-Chilcote	2015-2017	Administration
Summer McClintock	2015-2017	Elementary
VACANT	2016-2018	Middle
VACANT	2016-2018	Vocational
Tiffany Giles	2015-2017	Special Education
VACANT	2016-2018	Special Education
VACANT	2016-2018	Elementary
VACANT	2016-2018	Elementary
Soos, Rich	2016-2018	Special Education
VACANT	2016-2018	Middle School
Jenkins, Dusty	2015-2017	High School
VACANT	2016-2018	Middle School
Bittorf, Tamara	2015-2017	High School
Tuttle, Kristen	On-going	
Kulus, Kandy	On-going	
Penner, Russell	On-going	

WHAT IS STAFF DEVELOPMENT?

Staff development consists of professional, educational training options designed to meet the needs of county educational systems. The training options should aid teachers in keeping informed on current educational trends, information, and teaching techniques. Staff development provides the means to professional personnel to develop and expand individualized and job related competencies and to prepare for new educational roles and job assignments after initial certification is acquired.

EXAMPLES OF ACCEPTABLE STAFF DEVELOPMENT PROGRAMS

Any programs aimed at one or more of the four professional development goals for West Virginia from June 15, 2016 to June 19, 2017, are acceptable. The purpose of these goals is to build the capacity of all educators to:

1. enhance instructional effectiveness through the use of the Content Standards and best practices
2. improve student achievement in reading and writing
3. improve student achievement in mathematics with emphasis on "action" math
4. improve technology skills

If a stipend is offered for staff development, you may choose between the stipend or staff development hours. You are not allowed both.

EXAMPLES OF WHAT STAFF DEVELOPMENT DOES NOT INCLUDE

1. Parent-Teacher Conferences
2. Writing IEPs
3. Covering or teaching during a planning period
4. SAT meeting outside the regular school day
5. Student organization, club, or school sponsored activity
6. Parent open house
7. Preparation of classroom

ACQUIRING STAFF DEVELOPMENT HOURS

1. Attendance at a county program designed by the Staff Development Council is one way of acquiring staff development hours.
2. Attendance at workshops/conferences not designed or originally approved by the Council is another option. Credit (hours equal to hours in attendance up to six) can be given a teacher who has submitted a personalized form, which has the principal's approval or the Staff Development Council's approval. Verification of hours will be required. Example: program, agenda, certificate of completion, note from presenter, etc.
3. Nine (9) or more hours of staff development credit will be given for the building level programs designed by the principal/staff at a school.
4. A maximum of 6 hours credit may be given for completion of a graduate level college class in the teacher's field of study.
5. Three (3) to six (6) hours may be acquired working on county curriculum alignment teams, grant writing teams, county articulation committees, safety task force, Local School Improvement Councils, or Staff Development Council. The number of hours will be determined by the committee chairman.
6. A maximum of 6 hours may be acquired for individual initiated projects that are directly related to the instructor's curriculum or Content Standards (presented to the Council for pre-approval). Examples of such projects might include
 - a. professional exchange programs
 - b. alternative work experience program
 - c. school-community partnership initiatives
 - d. program of independent study

HOW MANY STAFF DEVELOPMENT HOURS ARE NEEDED?

The state requires a *minimum* of eighteen (18) clock hours for all professional personnel. All employees receive a copy of the school calendar. All continuing education days are marked on the calendar. (Schedule will be found on the Morgan County website)

August 17, 2016	School-Based Staff Development	3 hours
August 18, 2016	School-Based Staff Development	3 hours
August 19, 2016	County Staff Development	6 hours
December 23, 2016	County Staff Development	3 hours
	• In lieu of hours for online course completion	
April 14, 2017	County Staff Development	3 hours
	• In lieu of hours for online course completion	

◆ **A maximum of six (6) hours may be acquired in lieu of staff development.** These hours may be obtained in the following manner:

- Active Participant in Math Field Day/Science-Social Studies Fairs
- Attendance at the State Initiatives
- Attendance at County Institutes
- Attendance at other state or national conferences related to your area of academic expertise (prior approval of principal required)
- Attendance at any county sponsored workshops (ex. training for use of new math adoption)
- Graduate level class completion
- Other activities approved by the principal or Staff Development Council
- Presenting a staff development session
- Pursuit of National Board Certification
- Attendance at individual school retreats

If you are unable to obtain the required hours prior to May 1, 2017, then a personalized plan must be submitted to the Staff Development Council for approval.

**The Staff Development Council has sole authority in approving personalized plans. State law requires all professional employees to accumulate a minimum of 18 hours of approved staff development credit. On July 4, 1998, the State Board adopted revisions under Policy 5500. The policy limits your individual choices by having the Council plan twelve (12) hours of job related sessions. The adopted policy affecting your first twelve (12) hours of staff development is planned and required by the County Staff Development Council.

STEPS TO TAKE TO RECEIVE CREDIT FOR STAFF DEVELOPMENT

1. At the end of a school level or county level workshop, the presenter should pass out a staff development registration form that has the name of the session, date, participants' names, and school. To receive credit, this sheet must be signed by the individual participants. If the presenter fails to pass out the sheet, the employee should ask that it be done so that he/she may receive credit. The presenter then needs to submit that sheet along with the evaluation forms to the Staff Development Coordinator.
 2. If an employee submits a personalized plan for a graduate course, conference, workshop, or other related session, he/she must obtain this form from the school office. The employee must fill out this form and an evaluation, have it signed by your immediate supervisor, and return it to the Office of the Staff Development Coordinator for processing. The employee is responsible for seeing that the appropriate forms are completed and submitted.
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MORGAN COUNTY SCHOOLS PROFESSIONAL STAFF DEVELOPMENT PERSONALIZED PLAN

NAME _____ HOME SCHOOL _____

NAME OF SESSION _____

CHECK ONE: GRADUATE CLASS CONFERENCE/WORKSHOP OTHER

DATE OF SESSION _____ TIME OF SESSION _____

PROGRAM OBJECTIVE

PRINCIPAL'S SIGNATURE _____ DATE _____

MORGAN COUNTY SCHOOLS PROFESSIONAL
STAFF DEVELOPMENT VERKIFICATION OF COMPLETION

NAME _____ HOME SCHOOL _____

NAME OF SESSION _____

CHECK ONE: _____GRADUATE CLASS _____CONFERENCE/WORKSHOP _____ OTHER

DATE OF SESSION _____ TIME OF SESSION _____

PROGRAM OBJECTIVE

PRINCIPAL'S SIGNATURE _____ DATE _____

