

# User Guide to the Professional Development System

Leadership and Teacher Development Department

Updated Version - August 2015

## ➤ The Leadership and Teacher Development Department will enter:

- Professional development listed on the monthly and summer district's PD calendar
- Professional Development earned in certain aspects such as:
  - District-sponsored workshops and approved initiatives (i.e., CGI, AR Leadership Academy, ADE Mentoring, SIOP) supported with professional development
  - Faculty meetings where professional development is authentic, is identified in the title, and is submitted by the principal or designee within ten days of the activity.
  - PD supported with federal dollars during cannot count toward the 36 hours for license renewal. Any approved PD supported with federal dollars after the 36 hours *will be listed, identified as "federal," and calculated into the total earnings of the 60 hours for LRSD.*
  - Workshops conducted on contractual professional development days
  - All professional development that is linked to a required focus areas (i.e., AR IDEAS up to 12 hours, dyslexia awareness, ed tech, parental involvement, teen suicide).
  - **DO NOT ENTER ANY OF THESE HOURS IDENTIFIED IN THIS SECTION UNDER YOUR INDIVIDUAL PD TAB.**

## ➤ Within ten (10) days after the activity and using a LRSD Reporting Form for Requesting Out of District Professional Development Form, teachers will submit to the Professional Development Department for entry:

- Required hours earned for license renewal (parental involvement, AR history, teen suicide, and child maltreatment) and for LRSD (i.e., educational technology)
- AR IDEAS PD hours (up to 12 hours earned annually)
- AP Placement Summer Institute or TESS or LEADS Training
- Workshops pre-approved for salary credit
- Graduate courses toward PD as approved by AR Department of Education (15 hours per course, not to exceed two courses per year) using a form found on PD under "Announcements" at <https://profdev.lrsd.org>
- Appropriate NBPTS support group sessions as submitted by the group's facilitator

## ➤ Using the Individual PD tab at <https://profdev.lrsd.org>, teachers will enter their:

- School-based team professional development activity.
- School-based collaboration via an authentic professional development activity.
- School-based departmental professional development activity.
- Other non-LRSD PD activities (except as listed above) that are authentic PD.

**NOTE:** Individual PD hours may count toward your 60 hours for license renewal with appropriate documentation provided to the Human Resources Department when verifying hours toward renewal. Contact Human Resources Coordinator at 447-1100.

### The following items DO NOT COUNT as Professional Development

- Administrative meetings
- Committee meetings
- Follow-up meetings to complete tasks/routines
- After-school events, programs, or activities
- Activities of service to school/district (Domain 4D)

*\*Not every conversation or activity is professional development.\**

Dr. Lloyd Sain

**NOTE:** Teachers should maintain the original documentation to verify their attendance at any sessions entered into their Individual PD Tab. Do not send these documents to the Professional Development Department.

**To enter school-based or other non-LRSD PD activities, teachers will**

- Login at <https://profdev.lrsd.org>
- Click on “My PD Information” in the left column.
- Click on the third tab “Individual PD.”
- Click the blue plus + sign next to “Add Individual PD Record.”
- Enter the information about your school-based or other PD activity.
  - PD Title
  - Location
  - Date (format for date: month/day/year – 00/00/2013)
  - Hours
- Click “Submit.”

**To review your individual PD report:**

From either the tab “Individual PD” or Past PD”:

- Click on “[Click here](#) for a **printable report** for your entire PD History.” **Your total Individual Hours will be reflected in the printable report with the total entered by this office.**
- You will see your PD history, current year first, categorized by focus area.

**Per Act 969 Of 2013, Professional Development** *is a set of coordinated planned learning activities for teachers, administrators, and non-licensed school employees that*

1. *Is required by statute or the Department of Education, law, or by the department;*
2. *Improves the knowledge, skills, and effectiveness of teachers;*
3. *Improves the knowledge and skills of administrators and paraprofessionals concerning effective instructional strategies, methods, and skills;*
4. *Leads to improved student academic achievement; and*
5. *Is research-based and standards-based.*

<b>ADE’s Revised Calendar for Mandated Professional Development Toward the 60 Hours Annually for Licensed Educators</b>	
Beginning with the 2013-2014 and every fourth year thereafter,	Licensed elementary and secondary public school personnel will need <b>two (2) professional development hours on</b>
2014-2015 and every fourth year thereafter,	Parental involvement Dyslexia Awareness via <i>AR IDEAS</i>
2015 - 2016 and every fourth year thereafter,	Teen suicide awareness and prevention Act 770 of 2011
2016-2017 and every fourth year thereafter,	Arkansas history
2017-2018 and every fourth year thereafter,	Child Maltreatment or mandated reporters Act 1236 of 2011
A Little Rock School District Requirement via PTAS - Domain 4E	Educational technology (6 hours)

Please visit the Professional Development Homepage (<https://profdev.lrsd.org>) under “Announcements” where you can find needed forms associated with submitting documents to us.

- **Pre-Approved Salary Credit Consideration Form**
- **Request for 15 Hours Credit for Professional Development**
- **LRSD Out of District Reporting**
- **LRSD Sign-in Sheet**
- **Monthly PD Calendars**