
Professional Development and Evaluation Procedure (CUR-P001)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Professional Staff Development Department designs, implements, and evaluates Professional Development in the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent for Curriculum and Instruction

Approval Signature on File

3.0 APPROVAL AUTHORITY:

- 3.1 Coordinator of Professional Development

Signature

Date

4.0 DEFINITIONS:

- 4.1 MPS – Milford Public Schools
- 4.2 CEU – Continuing Education Unit

5.0 PROCEDURE: -

- 5.1 The ultimate goal of all professional development activities in Milford Public School District is increased student learning.
 - 5.1.1 Milford presents a professional development model marked by significant content, effective facilitators, innovative practices, a variety of formats, and an on-going assessment and revision of its programs.
 - 5.1.2 The plan intends to address the significant needs, expressed through varied assessment processes, of the diverse segments of the professional staff, teachers, administrators, and specialist, beginning teachers and veteran teachers.
 - 5.1.3 MPS professional development experiences are based on the principles and influences as delineated in CUR-F001 Professional Development Principles and Guiding Influences.

Professional Development District-wide Days

- 5.2 Milford Public School District currently has four district-wide professional development days, which may be apportioned as school-based programs, curriculum programs by grade-level or discipline, and diverse workshops available across the district.
- 5.3 The needs of the district are assessed to determine the allocation of district-wide days.
 - 5.3.1 Building based days school based committees work with the principals to plan the programs.
 - 5.3.1.1 The type of programs planned will be determined by an analysis of district, building and staff goals as related to increased student achievement.
 - 5.3.2 District-based days, the Professional Development Coordinator will work with curriculum supervisors and department coordinators to plan the program.
 - 5.3.2.1 The type of programs planned will be determined by an analysis of curriculum and grade level needs as related to increased student achievement.

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- 5.4 All employees must participate in these contractual day professional development programs, unless they have previously submitted and been approved for alternate plans.
 - 5.4.1 In that case, their assignment should be clearly delineated in their plan.
- 5.5 MPS employees involved in the planning of Professional Development Activities must complete the Professional Development Program Proposal CUR-F002 and forward to the Professional Development Coordinator.
 - 5.5.1 The Assistant Superintendent for Curriculum and Instruction and the Professional Development Coordinator reviews the proposal for impact on student achievement.
 - 5.5.2 The Professional Development Coordinator helps in the implementation of the program which may include, but is not limited to, scheduling of room, times, notification, foods, materials, costs, and transportation.
- 5.6 The participants in the program assess the program by filling out CUR-F003 Professional Development Evaluation Forms.
- 5.7 The forms are forwarded to the Professional Development Coordinator to analyze program effectiveness in terms of student achievement and to plan future activities.

Professional Development District Offerings

- 5.8 Grade Level and subject area based professional development programs are held during the day to support the specific needs of grade levels and subject areas.
- 5.9 After School Professional Development will be provided to support educators in new curricula, instructional methods, and technology integration.
- 5.10 Institutes, which are held during the summer and the school year, are offered to educators to explore specific student learning areas.

Study Groups

- 5.11 Educators sharing an area of mutual interest may set up study groups and meet regularly throughout the year.
- 5.12 To receive CEU's for participation in study groups, participants must submit a written proposal CUR-F004 Study Group Proposal.
 - 5.12.1 Guidelines and Procedure for requesting and receiving CEU equivalents can be found on the back of CUR-F004.
- 5.13 Upon completion of the study group, participants must submit CUR-F005 Study Group Verification of Completion and forward to the Professional Development Coordinator.

Design Your Own Professional Learning Program

- 5.14 Staff members have the option of designing their own professional learning experiences.
- 5.15 Design Your Own Learning experiences may include, but are not be limited to, Action Research, Curriculum Development, Peer Coaching, Professional Development Leadership, Project Design, and School Visitations.

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5.16 To receive CEU's for participation in Design Your Own activities, participants must submit a written proposal CUR-F006 Design Your Own Professional Development Experience Proposal.

5.16.1 Guidelines and Procedure for requesting and receiving CEU equivalents can be found on the back of CUR-F008.

5.17 Upon completion of Design Your Own activities, participants must submit CUR-F007 Design Your Own - Verification of Completion and forward to the Professional Development Coordinator.

Out of District Programs

5.18 As means allow, the district will allocate funds to each school to provide some reimbursement for educators to attend conferences and workshops outside the district.

5.18.1 The amount per school is proportionate to the number of staff members.

5.18.2 Schools are allocated a number of substitute days to provide release time for such conferences or visitations to other schools.

5.19 Staff members must complete a Professional Development Leave Request Form CUR-F012 and have it approved by the building administrator.

5.19.1 Priority will be given for activities that are related to a staff member's goals and/or their school's Academic Improvement Plan.

5.19.2 Staff members who receive permission to use work time and/or district funds have a responsibility to share their learning with their colleagues.

5.20 Staff members going out of district may be eligible for CEU's for their participation.

5.20.1 Participants in Out of District programs hosted by CEU providers will be awarded CEU certificates directly from the program.

5.20.2 Participants in Out of District programs that are not hosted by CEU providers are eligible to apply for CEU Equivalents from Milford Public School District.

5.20.2.1 Form CUR-F008 Request for CEU Equivalents must be submitted to the Professional Development Coordinator prior to the activity.

5.20.2.2 Form CUR-F009 CEU Equivalent – Verification of Completion must be filled out and forwarded to the Professional Development Coordinator within 14 days after the activity.

New Teacher Support Program

5.21 The New Teacher Support Program is designed to help new teachers become increasingly effective at promoting student learning and achievement, while reducing the intensity of their transition into teaching in Milford.

5.21.1 There are three components to this program, Initial Training, Individualized Mentoring / Coaching, Ongoing Professional Development Seminars and Study Groups.

5.21.2 Additional information on this program is located in the Teacher Evaluation and Professional Development Plan.

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ADMINISTRATIVE PROFESSIONAL DEVELOPMENT

5.22 In addition to their participation in professional development programs with their staff, administrators continue their professional learning through summer professional development sessions and monthly leadership and professional growth meetings with the superintendent.

5.23 Administrators are encouraged to attend workshops and conferences offered by professional growth organizations both in Connecticut and out of state.

5.24 Administrators are also encouraged to collaborate with each other when they have similar needs or interests.

CEUs

5.25 All approved CEU's are logged in the PACE CEU database – see Procedure CUR-P002 for Tracking of CEU for the Milford Public School District. Additional information on this program is located in the Teacher Evaluation and Professional Development Plan.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Teacher Evaluation and Professional Development Plan (Word Document)
- 6.2 CUR-F002 Professional Development Program Proposal
- 6.3 CUR-F003 Professional Development Evaluation
- 6.4 CUR-F004 Study Group Proposal
- 6.5 CUR-F005 Study Group – Verification of Completion
- 6.6 CUR-F006 Design Your Own Professional Development Experience Proposal
- 6.7 CUR-F007 Design Your Own - Verification of Completion
- 6.8 CUR-F008 Request for CEU Equivalent
- 6.9 CUR-F009 CEU Equivalent Credits – Verification of Completion
- 6.10 CUR-F012 Professional Development Leave Request Form
- 6.11 PACE CEU Database (Electronic File)

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7.0 RECORD RETENTION TABLE:

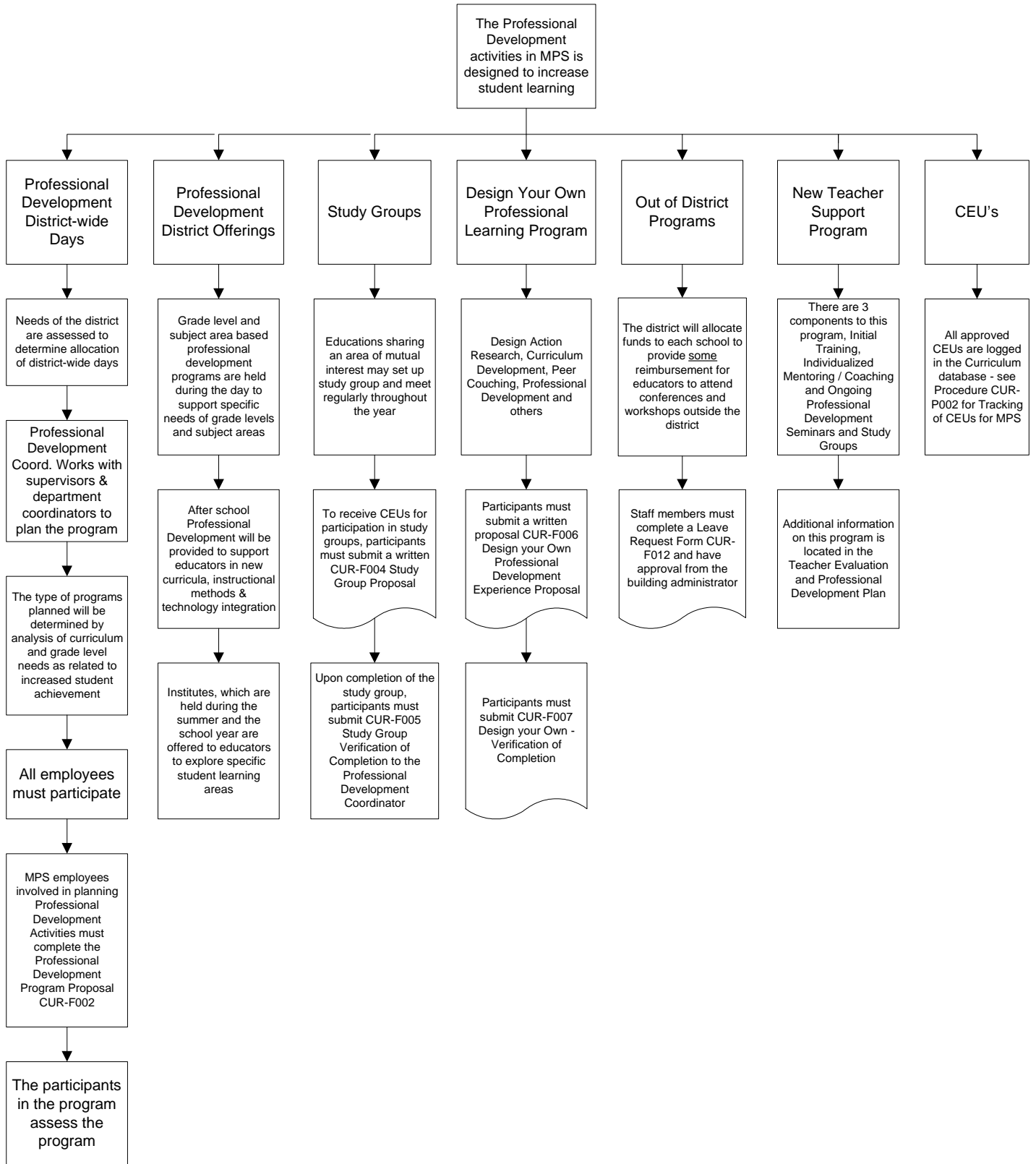
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CUR-F002	Curriculum & Instruction Files	15 years	Shred	Locked Office
CUR-F003	Curriculum & Instruction Files	15 years	Shred	Locked Office
CUR-F004	Curriculum & Instruction Files	15 years	Shred	Locked Office
CUR-F005	Curriculum & Instruction Files	15 Years	Shred	Locked Office
CUR-F006	Curriculum & Instruction Files	15 Years	Shred	Locked Office
CUR-F007	Curriculum & Instruction Files	15 Years	Shred	Locked Office
CUR-F008	Curriculum & Instruction Files	15 Years	Shred	Locked Office
CUR-F009	Curriculum & Instruction Files	15 Years	Shred	Locked Office
CUR-F012	Curriculum & Instruction Files	15 years	Shred	Locked Office
PACE CEU	Electronic	N/A	N/A	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/09/2003	B	Change 7.0 to reflect storage and retention changes
10/21/2003	C	Add to 5.19 – Professional Development Leave Request Form CUR-F012 Add 6.10 – CUR-F012 Professional Development Leave Request Form
11/20/2003	D	Add Flow Chart
5/17/2004	E	Add to 4.0 - MPS to Definitions; change form #s in 5.5, 5.6 & 5.16.1, and correct spelling in 5.15; correct CEUs in 5.25; add to Associated Documents and correct and add forms to Record Retention Table- 7.0

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* * * End of procedure * *