

Professional Development Procedure Navarro Independent School District

INTRODUCTION

The guidelines included within this procedure are provided to outline annual professional development requirements for faculty and staff and provide consistent protocols for requesting attendance to continuing education, professional development or additional certification courses.

PROFESSIONAL DEVELOPMENT REQUIREMENTS

Navarro ISD values the growth and development of employees to support the business of the district. Texas Administrative Code and Texas Education Code provide extensive guidance on annual training that is mandatory for all employees working within a school district. These courses are associated with state mandates and compliance regulations. Navarro ISD will provide these courses to employees annually through electronic or direct instruction to ensure compliance with the applicable laws. In addition to these requirements, renewal requirements for educator certification are provided by the State Board of Education. To support educators in obtaining the appropriate professional development to meet those requirements, Navarro ISD is dedicated to providing continuing education to all employees and educators throughout the school year during contracted time. In addition to courses offered over the school year during contracted working hours, the district requires that all employees obtain a minimum of 12 hours of professional development obtained outside of the contracted work hours. Courses taken to fulfill these hours must be outlined through the evaluation process and mutually agreed upon by the employee and administrator. These hours must be completed between August 1 and July 31 of each school year.

COURSE/CLASS DEVELOPMENT

Campuses and Departments are provided with a course creation template for adding courses and classes into the Eduphoria. The following include the basic responsibilities of those offering and/or entering staff development courses/credits into Eduphoria.

- Create classes and/or enter the title of the course/class in the Navarro ISD Professional Development Registration System (Eduphoria).
- Mark attendance for attendees to classes (copies of sign-in sheets must be sent to the Academic Services Office).
- Credit hours may only be given for classes/courses that are professional development focused. Informational meetings do not qualify for Continuing Education Credit, but may be logged into the system as Zero Credit Hours. Continuing Education credit must be award for professional development only. Any professional development offering CE credits must include a detailed class description and attach any pertinent documentation to the event (TEC 232.15. Types of Acceptable Continuing Professional Education Activities).
- Attendance and credit should be given within 3 days of the class.

WORKFLOW PROCESS

- In-District Staff Development Request– Requesting a Course be provided
 - Individuals, Teams or Grade levels may request that staff development be offered by NISD employees or staff members.
 - The following process is required to request an in-district staff development/training.

1. Go to the Academic Services Website and Click on iSucceed University.
 2. Click on the Request PD link.
 3. Enter the Name of the requester or group.
 4. Enter the campus name/office.
 5. Enter the best time to schedule the training.
 6. Enter a description of the course/training requested.
 7. Submit the online form.
- Requests made for professional development will receive a response within 48 hours of the request.
 - In-District Staff Development/Meetings – Tracking Course Credits
 - Classes must be created and processed two weeks prior to the meeting date of the class.
 - The following items must be present prior to submitting courses/classes:
 1. Name of the Class.
 2. Name of Presenter.
 3. Detailed description of the course.
 4. Attach appropriate documents if necessary.
 5. Registration is set to end the day of the class.
 6. Meeting dates and times are set.
 7. Number of Credit Hours and Type, if applicable.
 - Out of District Staff Development – Request to Attend
 - Individuals desiring to attend an out of district staff development course are required to obtain permission from the appropriate supervisor.
 - The following process is to be followed to attend an out of district staff development course:
 1. Locate the course and print a description of the course and the cost for the staff development.
 2. Contact the Campus/District Secretary responsible for the creation of Electronic Purchase orders for a Purchasing Requisition Form.
 3. Complete the Purchasing Requisition form with the name of the course, the cost of the course, the name of the attendees and obtain signatures of the requesting individuals as well as the Campus Administrator.
 4. Upon approval from the campus/administrative supervisor, provide the completed Purchasing Requisition form to the Campus/District secretary to submit an Electronic Purchase Order. The Electronic Purchase Order **MUST** have the Purchasing Requisition form scanned and attached to the Electronic Purchase Order for processing.
 5. Electronic Purchase Orders are to be directed to the Academic Services Office for coding and processing.
 6. Upon Purchase Order Approval, the originator of the Purchase Order will be notified and can then notify the requestor of the staff development session that they may proceed with registration for the staff development course.
 7. Any staff member attending staff development during contract hours is required to enter the information into AESOP as Staff Development.

- Out of District Staff Development – Request Credit for Completion of a Training
 - Individuals attending out of district staff development are responsible for requesting credit for attendance to the workshop/conference/session.
 - The following information must be included in credit requests for approval to be granted:
 1. Name of the Class/Course/Conference attended.
 2. Name of the Presenter and/or group providing the staff development.
 3. Description of the course/event.
 4. Enter the number of credit hours received for the course.
 - i. Credit hours are to include total credit hours in one column only. For example, a course completion certificate that awards 6 hours of credit, should not be logged at 6 hours of GT, 6 hours of SBEC, and 6 hours of ESL, even if the course could be applied to all categories. Logging credit hours in multiple columns is cumulative. Therefore, the individual must choose how to apply the six hours to their transcript.
 5. Attach a copy of the completion certificate to the credit request.
 6. Save and Submit for review and approval.
 - i. Any submission that does not conform with the requirements above will be returned to the individual for corrections.

COURSE PROVIDER RESPONSIBILITIES

- The amount of credit a class is given – based on SBEC standards (must be actual clock hours)
- Verifying attendance and preserving sign-in sheets for audit purposes.