

PROFESSIONAL DEVELOPMENT ADMINISTRATIVE PROCEDURES

Section I: PROFESSIONAL DEVELOPMENT REQUIREMENTS FOR CERTIFIED AND CLASSIFIED EMPLOYEES

A. Each school year, classified employees are required to earn a minimum of twenty (20) professional development (PD) hours/credits designated by their division supervisor. Employees may earn additional hours/credits from other professional growth activities and are encouraged to do so.

B. Each school year, certified employees holding bachelor degrees are required to earn a minimum of 52 professional development hours/credits. Certified employees (including building level administrators) holding masters, specialists, or doctorate degrees are required to earn a minimum of 42 professional development hours/credits. Completion of the number of hours/credits required can be achieved through participation in:

B -1: Building level PD days 12 hours

District level PD

B -2: District level PD 12 hours
(online, distance learning, job-alike groups, New Teacher Induction, etc.)

B -3: Building level offerings 8 hours
(data review meetings, team meetings, professional learning communities (PLCs), etc.)

B -4: Other PD (conference attendee, PD presenter, graduate courses, etc.):

- Employees holding bachelor degrees 20 hours
- Employees holding master degrees and above 10 hours

C. Professional development is defined as any professional growth training for certified and/or classified staff. The activity must have significant intellectual or practical content and its primary objective must be to increase the participant's professional competence as an employee. The activity must deal primarily with matters related to the practice of professional responsibility or ethical obligations of the staff.

D. The number of hours required means that the certified individual must actually complete or attend 52 (for those holding bachelor degrees) or 42 (for those holding master degrees and above) instructional hours of professional development activities per year; hours submitted for credit must exclude introductory remarks, meal breaks, or business meetings. Actual hours attended by classified staff will vary depending on job category.

E. An instructional hour will, in all events, consist of a minimum of 60 minutes.

F. Professional development credits may accrue through participation in professional learning activities offered by the school district.

G. The 32 hours/credits may be earned through participation in school and/or district

level activities during the contractual period.

- H. Credits in B-4 are earned by the staff person at his/her discretion – evenings, summers, and/or Saturdays.
- I. All coaches and other employees must be trained in CPR and have the CPR certification updated annually as mandated by district policy *JDL*.
- J. The certified employee who earns the most credits (district wide) in category B-4 will receive a \$100.00 certificate for resource materials. If there is a tie, a name will be drawn by the Office of Professional Development.
- K. The classified employee who earns the most credits (district wide) will receive a comparable appropriate incentive. If there is a tie, a name will be drawn by the Office of Professional Development.
- L. Any employee who does not earn the required number of professional development hours will be in violation of district policy which could adversely affect his/her evaluation and/or the Reduction in Force procedures (*Procedures GBED*).

SOURCE: JACKSON PUBLIC SCHOOL DISTRICT

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AMENDED: May 16, 2005
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