

Alva Independent School District #001
Plan for Professional Development 2004-2010

In 1980-81, the board of education of Alva Independent School District Number One of Woods County appointed a professional development committee according to the statutory and regulatory requirements. The committee is composed of teachers, one administrator, one parent and one counselor appointed by the administration. The roles and functions of the committee were outlined by the board of education. The professional development committee was then organized. The various phases of needs assessment, objectives, design of professional development programs and evaluations were developed. The plan was presented to the board of education for their approval.

The professional development program was implemented beginning with the 1981-82 school year. The committee worked closely with personnel from Northwestern Oklahoma State University, the State Department of Education and the local school district to supply funds for resources for the local professional development activities when approved by the committee.

The objectives of the professional development program will be to (1) strive to improve the competency of each teacher in the school system, (2) improve the quality of teaching in the classroom by implementing professional development, (3) encourage the teachers to become knowledgeable in the many different aspects related to teaching and learning, (4) encourage the teachers and administrators to continue their education for professional growth in their subject matter or teaching area, (5) promote and implement the goals/objectives of the district's Comprehensive Local Education Plan (CLEP) and to promote students' continual growth.

This plan has been revised each year according to the "needs" of the school district. The 2004-2010 plan will follow the guidelines of the original plan. The needs' assessment could be accomplished through:

1. Teacher led, non-administrator interaction group sessions.
2. Surveys of certified personnel to determine most relevant areas.
3. Questionnaires and opinion polls of students, professional and parents.
4. Student test scores/achievement records.
5. Individual conferences/interviews.
6. Program related documents and recommendations of the North Central Association, the North West Oklahoma Cooperative Inservice and the State Department of Education.

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The Committee determined the needs in priority order as follows:

I. Behavior Intervention

Objectives: Participants will

1. Understand the variety of alternative classes and/or interventions.
2. Understand the signs and symptoms.
3. Understand diagnostic procedures and tools.
4. Understand the policies, procedures and options of the school, agency and parents when working with the behavior disorder student.
5. Understand the many different strategies that can be used in the classroom.

II. Motivation of Students

Objectives: Participants will

1. Be able to identify students with low motivation.
2. Be able to recognize elements and factors that motivate different students.
3. Be able to develop a plan of flexible motivation for students in need.

III. Teacher Growth

Objectives: Participants will

1. Maintain and improve teacher effectiveness.
2. Set high professional standards for teachers.
3. Promote on-going staff learning.

IV. Hands on Learning Techniques

Objectives: Participants will

1. Experience activities that will stimulate brain-storming and creative thinking.
2. Develop skills to develop, select and adapt materials for specified ages and subject matter.
3. Acquire supplemental materials for classroom enrichment.

V. Students at Risk

Objectives: Participants will

1. Understand how to identify students at risk.
2. Recognize and develop instructional strategies to meet individual needs.
3. Understand that all students can learn and succeed.
4. Assess and evaluate student performance.

VI. Computer Literacy

Objectives: Participants will

1. Have knowledge of how to operate a computer.
2. Become aware of software available to meet expected learner outcomes for their levels.
3. Learn effective techniques of utilizing computers with their students.

VII. Special Needs Students

Objectives: Participants will

1. Understand how to identify special needs students.
2. Recognize and develop instructional strategies to meet individual needs.
3. Understand that all students can learn and succeed.
4. Assess and evaluate student performance.
5. Understand how to integrate the students into a classroom.

***Notice: The following areas are state mandated and workshops will be offered by the district. (If you do not attend when the district offers workshops in these areas, you are held responsible for making arrangements with an administrator to complete state requirements.)**

VIII. Multi-cultural Education

Objectives: Participants will

1. Understand their own and their students' environment and culture, including--but not limited to--needs, abilities, attitudes and world views.
2. Recognize that different cultures exist as separate and distinct entities; acknowledge the contributions of all cultural and linguistic groups to the multi-cultural society; and promote a culturally sensitive curriculum representative of our diverse national population.
3. Develop strategies for the integration of cultural and linguistic teaching tools and methods in the school environment.

IX. Outreach to Parents

Objectives: Participants will

1. Understand the value of parental participation in the educational process.
2. Develop awareness of the needs and characteristics of their parent population in order to plan effective outreach activities.
3. Develop methods for communicating with parents, designing parental involvement activities and determine the effectiveness of the outreach program.
4. Identify appropriate resources to support and/or supplement the outreach program.

X. Blood borne Pathogens

Objectives: Participants will

1. Learn to minimize all exposure to blood borne pathogens.
2. Learn the risk of exposure to blood borne pathogens should never be underestimated.
3. Learn to protect themselves from health hazards associated with blood borne pathogens.
4. Learn appropriate treatment and counseling will be provided should an employee be exposed to blood borne pathogens.
5. Public school teachers and administrators in grades five through twelve shall participate on a regular basis in an inservice training program related to AIDS prevention education. The training program shall be approved by the State Department of Education and the State Department of Health, and shall qualify towards professional development requirements for the participating teachers as provided in Section 6-158 of Title 70 of the Oklahoma Statutes. [House Joint Resolution No. 1078, 1994, Section 4]

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The revised professional development plan for 2004-2010 will supercede the plan adopted by the board of education on May 19, 2003. The professional development committee will be comprised in the following manner:

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Each professional development committee shall include classroom teachers, administrators, and parents, guardians or custodians of children in the school district and shall consult with a higher education faculty. A majority of the members of the professional development committee shall be composed of classroom teachers. The teacher members shall be selected by a designated administrator of the school district from a list of names submitted by the teachers in the district. The members selected shall be subject to the approval of a majority vote of the teachers in the district. At a minimum, once every four (4) years the committee shall include at least one school counselor in its membership. (70-6-194) The local professional development committee shall be headed by a chairperson to be elected by the full committee.

Rotations of the beginning years of the three-year terms of committee members by school site are as follows:

Administrator's term expires Spring 2009
High School's term expires Spring 2008
Middle School's term expires Spring 2008
Lincoln School's term expires Spring 2007
Longfellow School's term expires Spring 2009
Washington School's term expires Spring 2007
Parent member's term expires Spring 2009
Counselor's term expires Spring 2007

All committee members will continue their rotations.

The regular meeting of the professional development committee will be at a time to be determined at the previous meeting.

All certified, licensed teachers and administrators will accrue at least 75 professional development points within a 5-year period with at least 15 points completed each year. One point will be the equivalent of one clock hour. One semester hour of approved college credit will be equal to 15 professional development points.

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The professional development program will begin on Monday following Spring Break. All points earned after this day will be credited to the employee's point status for the coming year; the exception being, a new teacher in Alva Independent Schools may transfer points from his/her previous schools to complete hi/her five-year plan. The Alva Professional Development program will be governed by Section 145, Section B of School Law of Oklahoma which state:

Any licensed and certified teacher in this state will be required by the local school board to meet the professional development requirements established by said local school board, or established through the negotiation process. Failure of any teacher to meet local school board professional development requirements may be grounds for non renewal of such a teacher's contract by the local school board. Such failures may also be grounds for non consideration of salary increments affecting a said teacher.

The professional development committee and/or the site based professional development committees will handle requests to use professional development funds. All activities that earn professional development points must relate to the stated needs. Points may be earned by participation in:

- I. Various local, district, state and national meetings.
- II. Approved college courses, in a related education field, that are successfully completed.
- III. Observations during visits to other schools with a maximum of one point per clock hour allowed, excluding travel time.
- IV. Acting as a presenter at a workshop, clinic or seminar with a maximum of four points per clock hour, excluding travel time.
- V. Maximum of one point per clock hour for additional kinds of activities (prior approval from the professional development committee).

Any activity that is not included above will require prior approval by the professional development committee. Upon completion of the activity, the participant is responsible for a complete professional development record to be kept in a personal file. NON-ATTENDANCE ON PROFESSIONAL DAYS WILL REQUIRE USING APPROPRIATE LEAVE OR OTHER VERIFICATION OF PROFESSIONAL DEVELOPMENT. THIS LEAVE MUST BE APPROVED BY THE SITE

PRINCIPAL OR SUPERINTENDENT.

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In the event that professional days are missed, approved alternative documentation will be required and a copy placed in the personal file. Non-attendance to a professional day will be documented by the administration.

An individual will be notified periodically of deficiencies. Certified personnel are rehired in April of each year contingent upon the completion of the required professional development points. If professional development points required have not been met by March, the superintendent and the board of education will notify each person deficient in this area.

Documentation of points will NO LONGER be kept by the professional development committee. An individual will keep his/her own record in the provided folder.

The board of education and the professional development committee will evaluate the plan annually by:

1. Reviewing the needs assessment technique and instruments used.
2. Checking the priorities.
3. Reviewing the plan to assure that objectives are based on identified needs.
4. Assessing the participation in the program.
5. Budgeting the cost of the program.
6. Evaluating the achievement of objectives through the use of a teacher survey.

The Alva Independent School District, in conjunction with the North West Oklahoma Cooperative In-service (NWOCD), will offer professional development points through workshops.

Anyone attending an in-service or workshop sponsored by the Alva Independent School District through the Alva Professional Development Committee will pay a nominal fee to the professional development administrative fund except the following people:

Employees of the Alva Independent School District
Alva Board of Education Members (currently serving)
Student teachers (currently practicing)

Teacher of the Year will be held in March of each year using a site-based ballot for those teachers willing to participate in the Oklahoma Teacher of the Year selection. The teacher receiving the most overall votes will be the site teacher-of-the-year.

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Names of the site Teachers of the Year will be placed on a ballot for the district-wide vote. Each site selection must complete the basic data sheet prior to district-wide voting to allow faculty members an opportunity to review prospective candidates. The teacher receiving the most overall votes will be honored at a reception with the date to be determined by the Professional Development Committee.

This professional development plan has been written by the committee and recommended for approval by the Board of Education of Alva Independent School District #001.

Adopted: FY82

Revised: Annually April 4, 2005
May 07, 2002 July 25, 2006
May 19, 2003

Legal Reference:

Cross Reference:

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**PROFESSIONAL DEVELOPMENT AND EXPENDITURE
BUDGET PROPOSAL
FY2004-2010**

REVENUE

ALLOCATION FOR FY2007 \$ 8,000.00

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**OCAS ESTIMATED EXPENDITURES FOR FY2007
PROGRAM
CODES**

271 Core Curriculum areas and effective instruction \$ 7,300.00

272 Multi-cultural education that reflects the racial, \$ 300.00
Religious, ethnic and cultural diversity of the
United States of America

273 Outreach to parents, guardians or custodian of \$ 200.00
students

274 Health and safety training such as cardiopulmonary \$ 200.00
Resuscitation (CPR), first aid and blood borne
pathogens

TOTAL ESTIMATED EXPENDITURES **\$ 8,000.00**

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Form A

PROFESSIONAL DEVELOPMENT PRIOR APPROVAL REQUEST

NAME _____ SCHOOL _____

TITLE OF ACTIVITY _____

WHEN _____ WHERE _____

TRAVEL (CIRCLE ONE) DAY OVERNIGHT

NEED TO BE MET:

- | | |
|--|--|
| <input type="checkbox"/> Attention Deficit Disorder | <input type="checkbox"/> Motivation of Students |
| <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Hands on Learning Techniques |
| <input type="checkbox"/> Students at Risk | <input type="checkbox"/> Computer Literacy |
| <input type="checkbox"/> Main-streaming Special Needs Students | <input type="checkbox"/> Academic Skills for Employability |
| <input type="checkbox"/> Multi-cultural Education | <input type="checkbox"/> Outreach to Parents |
| <input type="checkbox"/> Blood Borne Pathogens | <input type="checkbox"/> Other |

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COMMENTS: (if any)

For site committee use only:

SITE NAME _____ Please initial:

COMMITTEE CHAIR _____ COMMITTEE MEMBERS _____

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DATE GRANTED _____

DATE REFUSED _____ REASON _____

For administrative approval only:

DATE GRANTED _____

DATE REFUSED _____ REASON _____

Administrators (please initial)

09/08/04