

1 **Provo City School District**
2 **Policy Series 4000: Curriculum, Instruction & Assessment**



Policy No. 4040

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7 **Professional Development for Educators**

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9 **Purpose**

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11 The Provo City School District Board recognizes the importance of maintaining,
12 developing and extending the skills of administrators and teachers in order to meet
13 local and state goals, rules, regulations, and district goals and improvement plans.
14 The Board is committed to providing the best educational experiences for students.
15 The Board encourages employees at all levels to seek professional development
16 according to approved district, school, and individual goals.

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18 District professional development must have a clear link between the improvement
19 of instruction and continuous school improvement for the goal of maximizing
20 student learning. The professional development plan will include coordinated
21 learning activities that are standards-based and support transfer of training. It will
22 include training to meet various needs, including those of the state, district,
23 schools, and individuals, all designed to meet district goals.

24 **Planning**

25 The superintendent directs the ~~Executive Director~~ Assistant Superintendent¹ of
26 Teaching and Learning to work with the Director of Professional Development² to
27 develop and maintain a professional development plan and to provide
28 administrative oversight and supervision of that plan. The ~~Executive~~
29 ~~Director~~³ Assistant Superintendent of Teaching and Learning seeks input from the

¹ Title change from Executive Director to Assistant Superintendent

² Policy updated to shift the primary responsibility to the Director of Professional Development, under the supervision of the Assistant Superintendent.

³ Title change from Executive Director to Assistant Superintendent

Board, Executive Council, the Instructional Council, the Teaching & Learning Department, and the District Instruction Strategies Committee (including teachers and administrators) in designing the yearly plan. Professional development must support educators with evolving state and national standards and processes. Additionally, several information sources will be reviewed to create the yearly plan, including: teacher surveys about professional development, evaluations of professional development implementation, student performance data, district curriculum cycle (and associated adoptions of instructional materials), state standards/assessments/programs, and professional development research.

District employees may provide professional development to teachers. For this professional development to be considered for district salary advancement⁴ credit (see 5320 P4)⁵ lane change), the person(s) offering the professional development must submit, to the assistant to the Executive Director of ~~Teaching and Learning~~, Professional Development⁶ an application of the proposed professional development at least 3 (three) weeks prior to the start date (See P1).

Licensed Educators

Provo City School District's professional development plan is aligned with the state programs related to licensing, both for administrators and teachers. Participation in professional development is a requirement for administrators and educators in accordance with state law, district policy (Board Policy 5100), and the employment contract. As licensed educators develop personal professional growth plans and student learning outcomes/goals, they may utilize district professional development offerings to meet goals.

The Board prioritizes teachers and administrators working on site with students, and therefore encourages professional development activities to be held outside of school hours. As exempt employees, under the federal Fair Labor Standards Act, teachers and administrators do not qualify for overtime pay and may be required to work beyond regular school hours (see 5320 P3).

⁴ addition of the term "salary advancement" clarifies the type and application of credit and aligns this document and policy to the negotiated agreement reflected in 5320 P4

⁵ refers to the related policy 5320 P4 to add clarity and consistency

⁶ Policy updated to shift the primary responsibility to the Director of Professional Development, under the supervision of the Assistant Superintendent.

59 Various stakeholders offer educators professional development opportunities,
60 including universities, professional associations, businesses, the state, and
61 individual vendors. Educators are encouraged to seek opportunities for professional
62 learning that match educator job responsibilities, are supported by research, align
63 with Board and district goals, and have a direct effect on improving student
64 learning.

65 The district's annual professional development plan will be focused and aligned to
66 Board and district goals. All district offerings will be directly related to instruction
67 and student learning. The plan not only includes the professional learning event,
68 but also follow-up to support implementation of new practices, with the purpose of
69 classroom implementation.

70 The district utilizes various methods of professional development. The following methods
71 are offered and encouraged:

- 72 • District courses, book studies, and seminars⁷ classes
- 73 • Online district courses
- 74 • University courses, including district-university partnership classes
- 75 • Utah State Board of Education/UEN courses
- 76 • Conferences, workshops, symposia, and institutes
- 77 • Mentoring
- 78 • Instructional coaching (peer, expert, goal-based cycles, EYE, etc.)
- 79 • National Board for Professional Teaching Standards Certification
- 80 • School-/team-based study (i.e. PLC Action Groups and Data Teams)
- 81 • Reading professional journals/books
- 82 • Serving in professional associations

83 Legal References: Synopsis:

⁷ term changed from “classes” to “seminars” to reflect the current vernacular within the district to differentiate between “courses” that delineate ongoing work and evidence of implementation in the classroom and seminars which are one time events that are typically informational or activity based.

84 Utah Rule R277-500 Educator Licensing Renewal, Timelines, and Required
85 Fingerprint Background Checks

86 Approved by Board of Education: April 18, 2017

DRAFT