

Nazareth Area School District

Professional Development Plan

2019-2020



Education Program Department

Curriculum • Technology • Special Education • Pupil Services

One Education Plaza

Nazareth, PA 18064

Nazareth Area School District Mission

The mission of the NASD, a catalyst for excellence in education, is to develop students through rigorous educational and co-curricular programs into critical, reflective thinkers with the knowledge and skills to communicate effectively, to integrate technology for learning, and to contribute to an ever-changing, diverse community.

Professional Development Goal

All staff will demonstrate improved skills and competencies in their respective fields by participating in professional growth opportunities and implementing key strategies that improve student learning and leverage technology.

PROFESSIONAL DEVELOPMENT DAYS 2019-2020

TEACHER INDUCTION

The goals of the Nazareth Area School District Teacher Induction Program (TIP) are to provide each inductee with a general orientation to the Nazareth Area School District and to increase his/her knowledge and improve his/her teaching skills.

The Teacher Induction Program begins with a summer academy on the following days:

- August 12
- August 13
- August 14
- August 15

TEACHER PROFESSIONAL DEVELOPMENT FRAMEWORK

The professional development objectives for the 2019-2020 school year are to provide professional development opportunities to staff that emphasizes:

- Professional development that promotes a focus on student learning consistent with the District and building vision and work.
- Professional development that is compliant with federal and state mandates.

The professional development objectives for the 2019-2020 school year build upon District and Building level work from the previous year with a focus on:

State Level Requirements:

- Educator Effectiveness (K-12)
 - Student Learning Objectives
- Suicide Awareness and Prevention, Act 71 (All Staff)

District and Building Level Work:

- Technology Integration (K-12)
 - Google Suite, Gmail, and Google Calendar
 - Power Teacher Gradebook
 - Schoology
 - Leveraging Technology to enhance instruction
- Student Health Related Topics
- Safety and Security (All Staff)
- Curriculum & Instruction Design (K-12)
- Online Learning Modules (K-12)
 - Micro-credentials
 - Teacher developed (PUG Modules)

The collective bargaining agreement (CBA) breaks down professional development as follows and requires all professional staff to acquire **48 hours of professional development:**

❖ **Three 6 Hour In-service Days (18 Hours)**

Three 6-hour in-service days will be held on **August 20, 2019, August 21, 2019, and November 11, 2019**. To facilitate the registration process, all professional staff will be pre-registered in My Learning Plan for specific sessions. For specific session information refer to My Learning Plan after **August 8, 2019**.

❖ **Electronic District Faculty Meeting (1 Hour)**

An electronic District faculty meeting will be distributed in September not to exceed one hour. All professional staff will be pre-registered in My Learning Plan.

❖ **Building Faculty Meetings (8 Hours)**

Eight 1-hour faculty meetings will be scheduled by the Building Principal once per month October through May. All professional staff will be pre-registered in My Learning Plan.

❖ **After School Meetings (9 Hours)**

No later than **June 28, 2019**, the Educational Programming department provided professional staff with a schedule of After School Meetings (ASM) for the 2019-2020 school year. Attendance by Professional Staff at the six After School Meetings is expected unless other arrangements have been made with the Program Director prior to the meeting date. If a make-up session is required for an After School Meeting, Program Directors will provide professional staff with thirty calendar days' notice. After School Meetings occur outside the contractual day and conclude within 90 minutes of the end of the teacher contracted day, and will not occur on a Friday. All professional staff will be pre-registered in My Learning Plan.

❖ **After School Meetings: Student Learning Objectives (3 Hours)***

Two 1.5 hour After School Meetings will be held to support teachers with the Student Learning Objective (SLO) process.

- The first After School Meeting for Student Learning Objectives will be held in late September/early October. Professional staff are required to attend this meeting when it is scheduled. All professional staff will be pre-registered in My Learning Plan.
- The second After School Meeting for Student Learning Objectives will be held in late January/early February and again in late March/early April. **Professional staff has the option of attending either the late January/early February or the late March/early April sessions.** Professional Staff **must register** for the second After School Meeting for Student Learning Objectives through My Learning Plan.

The After School Meetings occur outside the contractual day and conclude within 90 minutes of the end of the teacher contracted day, and will not occur on a Friday.

**In accordance with Act 82, professional staff evaluated with an 82-3 form (Nurses, Psychologists, Counselors, Technology Specialists, and Behavior Specialist) are not required to complete a Student Learning Objective. Therefore, the two 1.5 hours After School Meetings for Student Learning Objectives revert back to the Program Directors to manage in the above category of After School Meetings.*

❖ **District Approved Professional Learning Opportunities (9 Hours)**

Professional staff are required to obtain 9 hours of Professional Learning Opportunities by selecting from any combination of the options listed below:

- **District online learning opportunities**
 - Micro credentials – please see the flyer at the end of the manual
 - District developed online modules
 - **District workshops**
 - Workshops scheduled after school hours shall not exceed the total time of two hours
 - **Book Studies**
 - Must be pre-approved by Program Directors
 - **Professional Learning Communities**
 - Must be pre-approved by Program Directors
 - **Curriculum Development**
 - Must be pre-approved by Program Directors
 - **Out-of-district workshops**
 - Must be pre-approved by Program Directors
- All District Approved Professional Learning Opportunity hours must completed by **May 1st**.
 - Professional Staff can begin to accrue District Approved Professional Learning Opportunity hours *after* the last PLO professional development make-up days.
 - Professional Staff **must register** for District Approved Professional Learning Opportunities through My Learning Plan.
 - Make-up sessions will be offered for District Approved Professional Learning Opportunities *after* the last teacher day of the current school year. During these days, make-up sessions will be designed to run for a minimum of 1.5 hours each and will not exceed two (2) hours.
 - Day 1: six (6) hour day
 - Day 2: three (3) hour day

NASD PROFESSIONAL DEVELOPMENT WORKSHOPS

Professional development workshops will be offered throughout the course of the school year. Participants in these workshops can acquire up to **9 hours of Professional Learning Opportunity hours**. Staff should refer to My Learning Plan for workshop selections and registration.

Professional staff have the option of offering workshops. **All workshop proposals must be pre-approved by Program Directors.** Once approved by administration, the activity will be added to the My Learning Plan catalog for teachers to register. The presenter of the workshop will have access to the workshop activity details, roster and sign in sheet via the Instructor Tab in their My Learning Plan account. Upon completion of the workshop, the instructor will confirm attendance through their Instructor Tab in My Learning Plan and forward the original sign in sheet to the Education Program Department where final approval of professional development hours will be granted and added into My Learning Plan.

Registration: Teachers will need to register using **My Learning Plan by the deadline set for each workshop (in most cases, this will be 5 days prior to the workshop being offered)**. If you have not registered by the registration deadline, you will not be accepted into the workshop and will not receive credit. Similarly, if you have not registered by the registration deadline and select to attend the workshop, you will not be awarded credit.

Act 48: Participants will receive Act 48 credit (must sign in on the Class Roster and complete workshop evaluation).

NASD PROFESSIONAL DEVELOPMENT WORKSHOPS: SUMMER OFFERINGS

In addition to the workshops offered throughout the course of the year, the Education Program Department will be offering **summer workshops** starting **June 2019**. **Teachers who would like to attend these summer workshops must register through My Learning Plan.**

Registration: Teachers will need to register using **My Learning Plan by the deadline set for each workshop (in most cases, this will be 5 days prior to the workshop being offered)**. If you have not registered by the registration deadline, you will not be accepted into the workshop and will not receive credit. Similarly, if you have not registered by the registration deadline and select to attend the workshop, you will not be awarded credit.

Participants in these workshops can acquire up to 9 hours of Professional Learning Opportunity hours.

Although not a comprehensive list, below are some workshops made available to professional staff. For more details about workshop sessions, please visit the My Learning Plan district catalog under Teacher Resources on your building website.

Topic	Hours
<p><i>Cooperative Challenges/STEAM Activities</i> In this session, teachers will explore with some fun team building activities and cooperative challenges that can be used with their class.</p>	2
<p><i>Visual Phonics</i> Participants will be provided with the Visual Phonics program which they can use to support culturally and linguistically diverse students in their classrooms. Participants will practice hand motions and be provided with materials to use in the classroom.</p>	3
<p><i>Culturally and Linguistically Diverse Students in Today's Classroom</i> Participants will gain an understanding of Culturally and Linguistically Diverse students vs. ESOL students, best teaching practices for these students, and parent communication tips.</p>	3
<p><i>Sensory Processing Disorder</i> This session will provide teachers with the background on Sensory Processing Disorder, how it differs from Autism, and it will also provide teachers with strategies that can be used in the classroom successfully with students who have this condition.</p>	2
<p><i>A closer look at the Benchmark Education program ACT NOW!</i> In this session teachers will explore and become more familiar with ACT NOW! which will help in preparing students for close reading on the ELA PSSAs.</p>	2
<p><i>RtII- What, Why, and How</i> This session will provide teachers with an overview of RtII, how STAR is used in the RtII process, defining the Tiers, how students move in and out of the Tiers, the process to special education, etc. <i>*This session is open for teachers in K-8</i></p>	2
<p><i>Let's Take a Look at some Delicious "Apps" for the iPad</i> In this session, teachers will explore new ideas and new apps that can be used in the classroom to engage students in learning using iPads.</p>	3
<p><i>Lexia for the Classroom</i> This session is designed to help teachers better understand how to effectively use and manage Lexia in their classroom; provide them with strategies to increase Lexia usage; help them access and use Lexia reports.</p>	2
<p><i>Schoology Assessments in the Elementary Classroom</i> In this session, teachers will learn how to use Schoology for assessing students, and how Schoology gradebook syncs with PowerSchool.</p>	3

Topic	Hours
<p>Writing and Research Looking to improve student research projects both small and large? Librarian will demonstrate a variety of resources available to teachers and students that are more reliable than Google. Also, strategies for grading research and holding students accountable for documenting sources will be shared. Applicable for all content areas in 7?-12</p>	6
<p>3D - Printing How does it work? How it can improve your classroom</p> <ul style="list-style-type: none"> • TinkerCAD introduction • Learn how to use it • What is realistic vs. not • 3 View - Orthographic • Classroom integration opportunities 	3
<p>Historic Bethlehem Tour and Unit Development (Social Studies Teachers Only) National Museum of Industrial History</p> <ul style="list-style-type: none"> • Steel Stacks Tour • Historic Walking Tour • Unit Integration <p>Following the trip teachers will create a lesson(s) that integrates that material learned from the experience</p> <ul style="list-style-type: none"> • Teachers will share lessons with the department during an Eagle Block meeting • Teachers will share lessons with the curriculum supervisor once they have been completed 	9
<p>Research Basics Every Middle School Teacher Should Know and Expect from NAMS Students:</p> <ul style="list-style-type: none"> • Accessing quality resources from Destiny, Power Library, and Schoology • Finding the best resources for your particular projects • Helping students cite information and graphics correctly and responsibly using electronic tools 	3
<p>Station Rotations & Creative Grouping</p> <ul style="list-style-type: none"> • Designing and developing learning/activity stations in the classroom. • Various ways of grouping students in those rotations (bring class lists). • The two days will enable teachers to work on stations within their own curricular areas and grade levels. 	3

<i>Topic</i>	<i>Hours</i>
<p><i>K-12 PUG Training</i> The objective of this work is to help build teacher capacity throughout the District through customized professional learning, in support of a carefully chosen team of activators to expand skills and enhance the culture of learning. The experiences for these days will be customized through careful planning with our Technology Integration Specialists within the District. Due to the unique nature of the professional development required to design courses for the NASD Power User Group, participants will be asked to participate in follow-up planning, preparation, and training of fellow teachers and staff. This is a closed session- Session open to Power Users only.</p>	18
<p><i>Make your discussions sizzling HOT in the classroom!</i> This session will model different discussion strategies to get your students engaging and collaborating! Teachers will engage in hand-on discussion techniques that can be used in any classroom successfully.</p>	3
<p><i>Getting Groovy with Google</i> In this session, teachers will explore and learn new tools, extensions, and fun activities for any classroom using Google.</p>	3

Note:

- Multiple Curriculum Design and Development sessions will also be held throughout the summer to review and revise curriculum.
- **Act 48:** Participants will receive Act 48 credit (must sign in on the Class Roster and complete workshop evaluation).

NASD PROFESSIONAL LEARNING OPPORTUNITY OPTIONS

Curriculum Development:

Activities associated with the review, revision, design and documentation of NASD curriculum or assessments based upon curriculum cycle and administrative approval are eligible for professional development hours. Participants in curriculum development can acquire up to **9 hours of Professional Learning Opportunity hours.**

Pre-Approval: Pre-approval by the appropriate Education Program Director is required.

Form: Activity Proposal

Education Program Director of the content area must complete the online **Activity Proposal** request through **My Learning Plan**. Directors must pre-populate the activity with participating teachers. Upon completion and submission of the agreed upon curricular or assessment documents, final approval will be granted by education program directors and the number of professional development hours will be added into My Learning Plan by the Education Program Department.

Act 48: Participants will receive Act 48 credit.

Book Study:

Professional staff have the option of participating in a book study group (3 to 12 participants), and acquire up to **9 hours of Professional Learning Opportunity hours**.

Book study groups promote conversation among teachers and school staff that lead to application of new ideas. In a book study group, individuals commit to meet on a set schedule to read and discuss a selected book guided by the question: "How will this book influence professional practice at both the classroom level and school level?"

*Participants in an approved Book Study will be eligible to accumulate a minimum of 4 and a maximum of 9 professional development hours that can be used to fulfill the **9 hours of Professional Learning Opportunity hours**.*

Pre-Approval: Pre-approval by the appropriate Education Program Director is required.

Form: Activity Proposal

Education Program Director of the content area must complete the online **Activity Proposal** request through **My Learning Plan**. Director must pre-populate the activity with participating teachers. Upon completion of the book study and submission of the agreed upon documentation, final approval will be granted by education program director for participants who complete the Evaluation Summary of Book Study and **activity has been "Marked Complete" by the teacher**. The number of professional development hours will be added into My Learning Plan by the Education Program Department.

Act 48: Participants will receive Act 48 credit.

Professional Learning Communities (PLC):

"To create a professional learning community, focus on learning rather than teaching, work collaboratively, and hold yourself accountable for results." - Richard DuFour

Professional staff have the option of participating in a professional learning community (3 to 6 participants), and acquire up to **9 hours of Professional Learning Opportunity hours**.

Participants of a professional learning community meet on a set schedule to study, discuss and implement practices associated with teaching and learning (instruction, assessment, data driven decision making, action planning). Astuto (1993) defines a PLC as a group in a school who continuously seek and share learning and then act on what they learn, the goal of their actions to enhance their effectiveness as professionals so that students benefit.

*Participants in an approved PLC will be eligible to accumulate a minimum of 4 and a maximum of 9 professional development hours that can be used to fulfill the **9 hours of Professional Learning Opportunity hours**.*

Pre-Approval: Pre-approval by the appropriate education program director is required.

Form: Activity Proposal

Education Program Director of the content area must complete the online **Activity Proposal** request through **My Learning Plan**. Director must pre-populate the activity with participating teachers. Upon completion of the PLC and submission of the agreed upon documentation, final approval will be granted by education program director for participants who complete the Workshop Evaluation for the PLC and **activity has been “Marked Complete” by the teacher**. The number of professional development hours will be added into My Learning Plan by the Education Program Department.

Act 48: Participants will receive Act 48 credit.

Workshop Proposals/Peer Coaching:

Members of the professional staff may propose professional development workshops to offer to their peers. There is nothing more powerful than learning from one’s own colleagues. Those interested in offering a workshop in 2019-2020 school year will need to submit their proposal to the appropriate Program Director for approval.

Please note the following timelines and general guidelines for workshop proposals:

- 1) If you are interested in offering an after-school workshop during the course of the year, please submit a written proposal to the appropriate Program Director at least **one month** prior to the start of the workshop to provide ample time for approval and cataloging in MLP.
- 2) Teachers who offer workshops will be compensated using the following scale:
 - a. The first time a workshop is offered, the workshop presenter will be offered the same number of preparation hours as the length of the workshop.
 - b. The second time a workshop is offered, the workshop presenter will be offered preparation hours half the amount as the length of the workshop (minimum of 1 hour).
 - c. A teacher may be compensated for workshop preparation and the workshop presentation itself in either professional development hours *that can be used as an alternative to attending Professional Learning Opportunity hours* or at the curriculum hourly rate if they have already met their professional development obligations. If you are requesting compensation at the curriculum hourly rate, you must submit an Hourly Time Sheet to the appropriate Education Program Director for approval.
 - d. Registration will close **five days** prior to the date of the workshop. If less than five participants have registered for the workshop, the workshop will be cancelled and the teacher will be compensated for preparation time only.
 - e. Act 48 credit cannot be issued for preparation or delivery of a workshop.

MICRO-CREDENTIALS: PROFESSIONAL LEARNING OPPORTUNITY

Earn 9 Professional Learning Opportunity hours by completing a micro-credential module in a flexible and personalized way. Micro-credentials are online learning modules that provide educators with the

opportunity to engage in self-paced, job-embedded professional learning that is connected to the daily skills teacher need in their classroom. Visit this site: <https://goo.gl/WAikWB> for a brief, 1-minute video that explains how micro-credentials can be earned.

If you are looking for a new and exciting professional development opportunity that is responsive to your schedule, authentic, and personalized to your professional needs, this may be for you. Learn more about micro-credentials and sign-up for a micro-credential module on **September 25, 2019 between 2:30 pm and 4:30 pm in the WLP Board Room**, or email Dr. Resende, iresende@nazarethasd.org.

**Please see attached flyer at the end of this document for more information.*

LONG TERM SUBSTITUTES

A teacher or professional staff member who joins the district will be required to fulfill professional development requirements based upon the number of days associated with his or her employment. For example, an LTS hired for the first half of the year would be required to participate in professional development activities as they are planned within that given time span. Please email Ms. Jennifer Allen, jallen@nazarethasd.org, with any questions about LTS professional development requirements.

PROFESSIONAL STAFF ON LEAVE

A professional staff member who takes a leave of absence during the school year will be required to fulfill a pro-rated number of professional development hours based upon the number of days associated with his or her leave. Please email Ms. Jennifer Allen, jallen@nazarethasd.org, with any questions about pro-rated professional development hours.

ASSOCIATE TEACHERS, LIBRARY ASSISTANTS, NURSE ASSOCIATES, INSTRUCTIONAL/CLERICAL ASSISTANTS

The Collective Bargaining Agreement (CBA) for Support Professionals Association includes four (4) professional development days and twelve (12) hours of professional development during the work year. Professional development in-service days for Associate staff will be held:

- **August 22, 2019 (6 hours)**
- **August 23, 2019 (6 hours)**
- **October 14, 2019 (6 hours)**

- **November 11, 2019 (6 hours)**
- ***January 20, 2020 (6 hours)**
- ***February 17, 2020 (6 hours)**

Associate staff who have opted to attend both professional development days on **August 20, 2019 and **August 21, 2019** are not required to attend the January 20, 2020 and February 17, 2020 professional development days. Individualized professional development schedules were provided to associates in June 2019 for the 2019-2020 school year.*

Special Education Associate Teachers and One-on-One Associate Teachers

(Supervised by Ms. Myers)

Nurse Associates

(Supervised by Ms. Vlasaty)

Library Associates

(Supervised by Dr. Resende K-6 and Dr. Madson 7-12)

Aquatics Associates

(Supervised by Dr. Madson)

Data Associates

(Supervised by Dr. Resende)

MY LEARNING PLAN QUICK REFERENCE

If you need assistance with registering for a session or creating a workshop in My Learning Plan, please visit the district website (www.nazarethasd.org) and click on the Programs heading in the top dark gray ribbon. Click on the Curriculum & Instruction link in the list. Then select Professional Development in the pane on the left-hand side of the screen to access the My Learning Plan quick reference guides.



MICRO-CREDENTIALS



WHAT ARE MICRO-CREDENTIALS?

Micro-credentials provide an opportunity for educators to engage in rigorous, self-paced, job-embedded professional learning that is connected to the daily skills teachers need in their classrooms.

Micro-credentials offer educators:

- Flexibility
- Personalization
- Authenticity



MICRO-CREDENTIAL PLAYLIST



Micro-credential Playlist Includes:

- Higher-Order Questioning
- Deeper Learning-Critical Thinking
- Teacher Protocols
- Beginning to Teach
- STEAM/STEM
- Using Technology to Support the 4Cs (critical thinking, communication, collaboration, creativity)
- SAMR
- Cyberbullying and Cyber Safety
- Classroom Management: Addressing Challenging Behaviors
- Using ELL Strategies in the Classroom
- Collaboration Between Colleagues

KEY DATES

Learn more and sign-up for a Micro credential on Wednesday September 25, 2019 between 2:30 pm & 4:30 pm in the WLP Board Room

Please see Dr. Resende if there is a cost associated with the micro credential you selected

Deadline for Submission
January 31st, 2020 Window for

Resubmission
February 1st - March 31st 2020