

# **KENAI PENINSULA BOROUGH SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT PLAN CERTIFIED PERSONNEL**



**(Note: A similar plan for classified personnel will be developed in the future.)**

**Kenai Peninsula Borough School District  
148 North Binkley Street  
Soldotna, AK 99669**



## **Professional Development Planning Process**

### **What is Professional Development?**

Professional development is the means by which educators advance on a continuum of professional growth as defined by a set of educator professional standards. The purpose of professional development is to focus on the core that supports the teaching and learning process, with the ultimate goal of improving student achievement.

### **Professional Development Study Team**

- Met during the summer and fall of 2007
- Consisted of 15 Members: Current and retired District and building administrators, teachers, and support staff

Doris Cannon	LaDawn Druce	Sean Dusek
Christine Ermold	Jamie Harper	Norma Holmgaard
Jamie Meyers	Sandy Miller	Jenny Neyman
John O'Brien	Tim Peterson	Mo Sanders
Glen Szymoniak	Dan Walker	Lassie Nelson

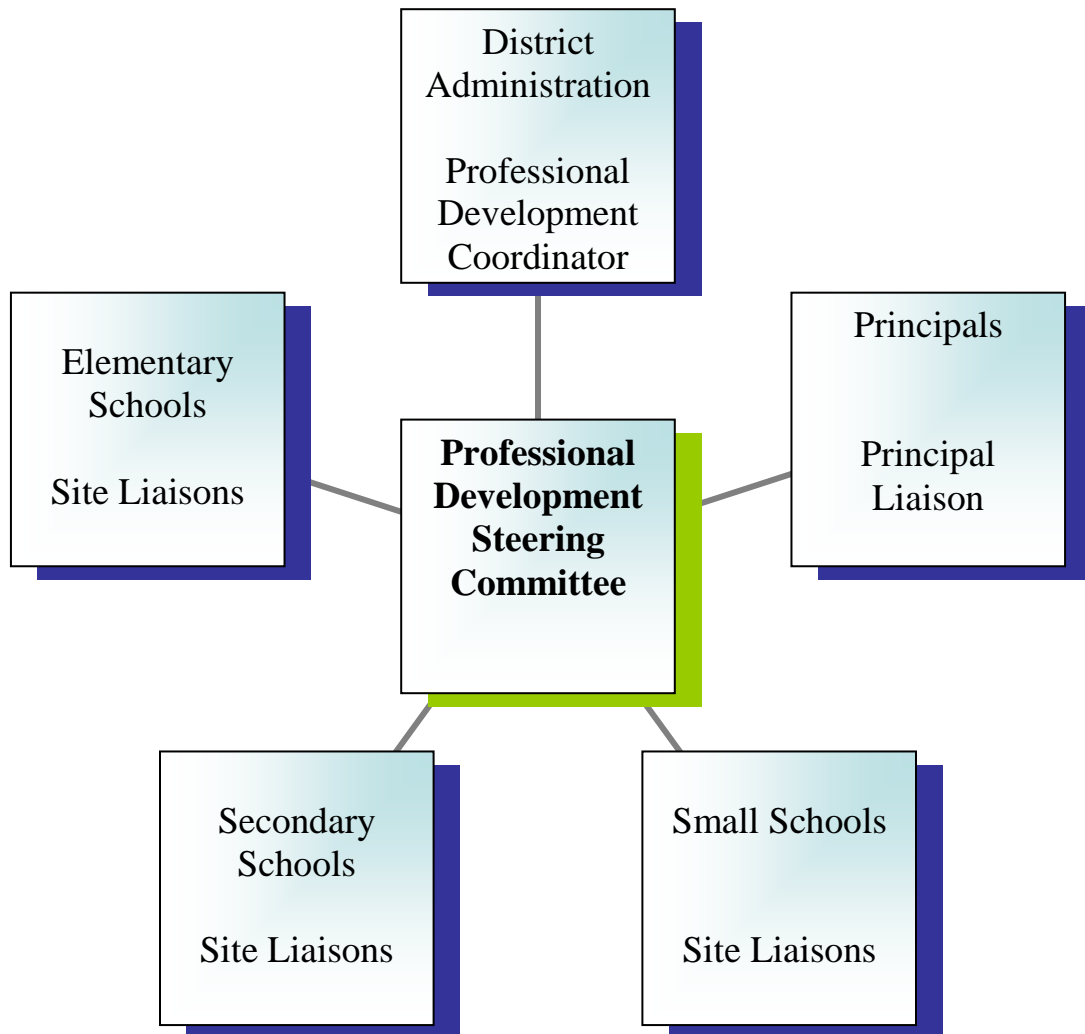
- Evaluated District's current professional development plan and proposed an organizational structure that would promote professional growth in the District
- Recommendations:
  - Establish a district-level Professional Development Steering Committee dedicated to providing quality professional development opportunities that adhere to established guidelines.
  - Establish stable and sustainable funding and staffing for professional development.

### **KPBSD Professional Development Communication and Organizational Structure**

In addition to a district-level Professional Development Steering Committee proposed by the study team, the professional development communication and organizational structure consists of District Administration, a Professional Development Department, and school and administrator representation. The following diagram illustrates the communication and organizational structure of professional development. A table is also included that defines organizational membership and roles and responsibilities of those members.

# KPBSD

## Professional Development Communication and Organizational Structure



## KPBSD Professional Development Organizational Structure

Organizational Structure	Members	Responsibilities
<b>District Administration</b>	Assistant Superintendent of Instruction	<ul style="list-style-type: none"> <li>• Oversight of district professional development (PD)</li> <li>• Appoint members to the Professional Development Steering Committee (PDSC)</li> </ul>
	Director of Curriculum	<ul style="list-style-type: none"> <li>• PDSC oversight</li> <li>• Advise committee on state, federal, &amp; district curriculum regulations</li> </ul>
	Director of Federal Programs	<ul style="list-style-type: none"> <li>• Advise committee on funding to assure adherence to federal guidelines</li> </ul>
	District Leadership Team	<ul style="list-style-type: none"> <li>• Set budget for implementation of PDSC's recommendations</li> <li>• Communicate department PD requests to the PDSC via the district PD Coordinator</li> </ul>
<b>Professional Development Steering Committee</b>	<p style="text-align: center;"><u>Six Member Committee</u></p> <ol style="list-style-type: none"> <li>1. PD Coordinator - Facilitator</li> <li>2. Principal</li> <li>3. Elementary Teacher</li> <li>4. Secondary Teacher</li> <li>5. Small Schools Teacher</li> <li>6. Assistant Director of Federal Programs</li> <li>7. Assistant Director of Pupil Services</li> </ol> <p>Members serve a two-year term with an alternating replacement cycle. Annual training is provided.</p> <p>Committee meets regularly during the school year (1/2 day, 8 times).</p> <p>One member will attend all Federal Programs Advisory Committee meetings.</p>	<ul style="list-style-type: none"> <li>• Develop &amp; maintain long-range plan for PD</li> <li>• Develop cycle &amp; calendar for long-term PD</li> <li>• Develop process for adopting current training opportunities</li> <li>• Develop process to review &amp; approve requests for PD activities outside scope of those planned</li> <li>• Develop guidelines &amp; make recommendations for expansion of delivery methods</li> <li>• Establish criteria &amp; processes for assessing PD effectiveness</li> <li>• Establish criteria &amp; expectations for PD instructors</li> <li>• Make recommendations for districtwide staff development based on data &amp; district's goals</li> <li>• Make recommendations for use of Career Development &amp; other PD opportunities</li> <li>• Provide oversight to site-level PD needs/requests</li> </ul>
<b>Professional Development Department</b>	Director of Curriculum	<ul style="list-style-type: none"> <li>• Oversight of PD staff &amp; PDSC</li> </ul>
	Professional Development Coordinator	<ul style="list-style-type: none"> <li>• Develop a communication process with sites &amp; district administration</li> <li>• Develop process for identifying trainers &amp; training opportunities</li> <li>• Develop booklet of PD opportunities</li> <li>• Facilitate and manage logistics and tracking of PD opportunities</li> </ul>
	Professional Development Secretary	<ul style="list-style-type: none"> <li>• Assist with PD logistics</li> <li>• Record keeping &amp; tracking of staff development activities</li> </ul>
<b>Principals &amp; Schools</b>	One Principal on PDSC	<ul style="list-style-type: none"> <li>• Gather administrator PD requests &amp; communicate to PDSC</li> </ul>
	One PD Liaison per school or group of small schools	<ul style="list-style-type: none"> <li>• Distribute information regarding PD opportunities</li> <li>• Communicate with PD Coordinator site-level requests/needs</li> <li>• Coordinate &amp; facilitate all site-level trainings</li> </ul>

## **Levels of Professional Development and List of Opportunities**

There are three levels of professional development in the Kenai Peninsula Borough School District. Level One consists of teachers who are new to the profession. Professional development opportunities for new teachers focus on providing support in planning and creating a positive classroom environment and in developing pedagogical expertise. An induction component is included at this level. Level Two is designed for teachers with more than three years of experience. These are developing teachers. The professional development opportunities at this level focus on instructional content and application with an emphasis on developing confidence and competence through practice and feedback. Level Three is designed for master teachers. The professional development opportunities at this level assist veteran teachers in reflecting and improving their instructional practices and allow them to learn leadership strategies in order to teach others in the organization.

An abbreviated list of professional development opportunities is included at each level. These opportunities focus on district-adopted practices, address the long-range plan, and align with Alaska Teaching Standards. In addition to mandated trainings, each level includes an instruction and technology strand. There is an induction strand for new teachers and mentor training for master teachers. The development opportunities listed at each level function as guidelines. There may be times when teachers shift levels within the continuum due to a grade level change or new content focus which creates a need for additional professional development opportunities.

**LEVELS OF PROFESSIONAL DEVELOPMENT & LIST OF OPPORTUNITIES**

<p align="center"><b><u>Level One – New Teachers</u></b>  <b>Support for new teachers in planning and creating a positive classroom environment and developing pedagogical expertise.</b></p>	<p align="center"><b><u>Level Two – Developing Teachers</u></b>  <b>Continuous cycle of improvement to incorporate research findings into practice for enhanced student learning.</b></p>	<p align="center"><b><u>Level Three – Master Teachers</u></b>  <b>Teachers engage in school improvement activities and contribute to the learning community.</b></p>
<p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Curriculum/Materials/GLE’s</li> <li>• Classroom Management</li> </ul>	<p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Framework for Teaching</li> <li>• Formative Assessments</li> <li>• Differentiated Instruction/Multi-Graded</li> <li>• Six Traits Writing Plus One</li> <li>• Response to Intervention</li> </ul>	<p><b>Instruction</b></p> <ul style="list-style-type: none"> <li>• Framework for Teaching</li> <li>• Formative Assessments</li> <li>• Co-Teaching</li> <li>• Response to Intervention</li> </ul>
<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• Gradequick</li> <li>• Discovery</li> <li>• Outlook</li> <li>• Edline</li> <li>• APECS</li> <li>• Professional Development Software</li> </ul>	<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• 21<sup>st</sup> Century Skills</li> <li>• Earobics/Read Naturally/Lexia/Read 180</li> <li>• APECS</li> <li>• Professional Development Software</li> </ul>	<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• 21<sup>st</sup> Century Skills</li> <li>• Distance Delivery</li> <li>• APECS</li> <li>• Professional Development Software</li> </ul>
<p><b>Mandated</b></p> <ul style="list-style-type: none"> <li>• Safety/Emergency Action Plan</li> <li>• Teacher Evaluation</li> <li>• Bloodborne Pathogens</li> <li>• FERPA</li> <li>• 504 Plans</li> <li>• Haz Mat</li> <li>• Gender Equity</li> <li>• Fetal Alcohol Syndrome</li> <li>• Domestic Violence/Assault</li> <li>• Child Abuse and Detection</li> </ul>	<p><b>Mandated</b></p> <ul style="list-style-type: none"> <li>• Safety/Emergency Action Plan</li> <li>• Teacher Evaluation</li> <li>• Bloodborne Pathogens</li> <li>• FERPA</li> <li>• 504 Plans</li> <li>• Haz Mat</li> <li>• Gender Equity (every 2 years)</li> <li>• Child Abuse and Detection (every 5 years)</li> </ul>	<p><b>Mandated</b></p> <ul style="list-style-type: none"> <li>• Safety/Emergency Action Plan</li> <li>• Teacher Evaluation</li> <li>• Bloodborne Pathogens</li> <li>• FERPA</li> <li>• 504 Plans</li> <li>• Haz Mat</li> <li>• Gender Equity (every 2 years)</li> <li>• Child Abuse and Detection (every 5 years)</li> </ul>
<p><b>New Teacher Induction</b></p> <ul style="list-style-type: none"> <li>• New Teacher Orientation</li> <li>• Mentoring</li> <li>• Professional Certification</li> </ul>		<p><b>Mentor Training</b></p>

## **Professional Development Opportunities and Delivery Models**

Professional development in the Kenai Peninsula Borough School District focuses on high levels of achievement for all students through sustained adult learning. A variety of in-district and out-of-district professional development opportunities and delivery models are utilized to accomplish this mission.

Professional Development Opportunities	Delivery Model	Information
<b>In District</b>	District Sponsored Events During the School Day/Year: <ul style="list-style-type: none"> <li>• Trainings</li> <li>• Workshops</li> <li>• Inservices</li> <li>• Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs during the contract day</li> <li>• Consultants or district experts provide training</li> <li>• Travel, Meals, and Lodging is provided as needed</li> <li>• Substitute is provided as needed</li> </ul>
	District Sponsored Events Outside the School Day/Year: <ul style="list-style-type: none"> <li>• Trainings</li> <li>• Workshops</li> <li>• Inservices</li> <li>• Conferences</li> <li>• Summer Institute</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs outside the contract day               <ul style="list-style-type: none"> <li>○ Optional: Receive stipend</li> <li>○ Mandatory: Receive daily per diem</li> </ul> </li> <li>• Consultants or district experts provide training</li> <li>• Travel, Meals, and Lodging is provided as needed</li> <li>• Optional college credit may be available</li> </ul>
	Distance Delivery <ul style="list-style-type: none"> <li>• Trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive videoconferencing is available at some sites</li> <li>• Teleconferencing/Webex is available</li> <li>• Web-based video training on district adopted software is available via the district website</li> </ul>
	Brokered Courses <ul style="list-style-type: none"> <li>• Book Talks</li> <li>• Professional Learning Communities</li> <li>• Coaching</li> </ul>	<ul style="list-style-type: none"> <li>• KPBSD partners with KPC to offer courses for credit at reduced tuition rate</li> <li>• KPC approved Master level instructor submits syllabus for approval</li> <li>• Instructor is not compensated and individuals participate on their own time</li> </ul>
	Instructional Day (1 per year as per negotiated agreement) <ul style="list-style-type: none"> <li>• Enhances current teaching assignment</li> <li>• Observation and/or collaboration time</li> <li>• Workshop or Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Occurs during the contract day</li> <li>• Must apply and receive prior approval from the building and district administration</li> <li>• Substitute is provided</li> </ul>



Professional Development Opportunities	Delivery Model	Information
<b>Out-of-District</b>	State and National Conferences	<ul style="list-style-type: none"> <li>• May be funded through Career Development Grants – Tenured teachers are eligible to apply once every third year</li> <li>• Grant covers travel, meals, lodging, conference registration, and substitute if needed</li> <li>• Applications and information is available on the district website</li> <li>• Follow-up form is required of all participants of district sponsored out-of-district professional development</li> </ul>
	Distance Delivery <ul style="list-style-type: none"> <li>• Alaska Staff Development Network (ASDN)</li> </ul>	<ul style="list-style-type: none"> <li>• In partnership with ASDN, online courses and webcasts are offered at reduced rates to KPBSD personnel</li> <li>• Optional college credit is available</li> </ul>
	Alaska Department of Education and Early Development	<ul style="list-style-type: none"> <li>• Grant opportunities for staff to attend and participate in educational statewide initiatives</li> <li>• Grant covers travel, meals, lodging, and substitute if needed</li> <li>• Opportunities directed to appropriate personnel by district administration</li> <li>• Prior approval by building administrator and superintendent must be received</li> <li>• Follow-up form to be completed upon return</li> </ul>
	Colleges and Universities <ul style="list-style-type: none"> <li>• Kenai Peninsula College - Kenai River Campus and Kachemak Bay Campus</li> <li>• University of Alaska – Anchorage and Fairbanks</li> <li>• Alaska Pacific University</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel have institutions of higher learning available throughout the state</li> <li>• Many colleges and universities throughout the United States offer distance learning opportunities</li> </ul>

**KPBSD Professional Development Accountability Process**

The advertising, enrollment, tracking, documentation, and reporting of professional development is completed by Kenai Peninsula Borough's Professional Development Department. The Professional Development Department manages this utilizing the district's technological resources including the district website, email, and professional development management software.

The district's professional development management software allows all learning opportunities to be posted online. School district personnel have twenty-four hour access to the online catalog where they can register for classes, workshops, seminars, and web-based learning events. The software provides comprehensive attendance management, credit tracking, and waiting list, conflict detection, and cancellation management. Room and resource management is also provided, and frequent email notifications and reminders of enrollment and/or mandated training requirements are automatically generated and sent to each participant.

The professional development management software is also instrumental in the evaluation of instructors and courses offered to KPBSD staff. Online surveys/evaluations for each professional development opportunity are generated, and each participant completes it at the conclusion of the course. Results are then compiled to determine the effectiveness of the instructor and the value of the course.

Continuing education requirements and certificates of completion are managed and comprehensive learner, supervisor, and administrator reports are generated with this software program. Furthermore, school district personnel have continuous online access to their own portfolios including transcripts and certificates of completion.

In order for all staff to effectively utilize the staff development management software, training is required. Staff members of the Professional Development Department and building Professional Development Liaisons are trained by contracted personnel. Professional Development Liaisons then provide training for certified staff members at each school site.

## KPBSD Professional Development (PD) Accountability Process

The Professional Development Department manages the accountability process of professional development utilizing district technology. This includes the district website, email, and professional development management software.

Accountability Process	Professional Development Management Software	District Website	Email
<b>Advertising</b>	<ul style="list-style-type: none"> <li>• Online catalog of PD opportunities</li> <li>• 24/7 access by district personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Information about PD, PD resources, and the PD Department posted on PD page</li> </ul>	<ul style="list-style-type: none"> <li>• Email notification of new postings to PD catalog and website</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>• Online registration for all posted PD opportunities</li> <li>• Waiting lists generated</li> <li>• Conflict detection and cancellation management provided</li> <li>• Automated email notification and reminders of enrollment, mandated trainings, class logistics, and materials list generated</li> <li>• Room and resource management provided</li> </ul>		<ul style="list-style-type: none"> <li>• Automated email notification and reminders of enrollment, mandated trainings, class logistics, and materials list generated by PD management software</li> </ul>
<b>Tracking</b>	<ul style="list-style-type: none"> <li>• Comprehensive attendance management</li> <li>• Credit and course tracking</li> <li>• Certified personnel can track credits and certificates of completion via online portfolio</li> </ul>		
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Enrollment and attendance records available</li> <li>• Certificates of completion generated</li> <li>• Online surveys completed by participants at conclusion of a course</li> <li>• Pre and post evaluation tool can be administered with each opportunity</li> </ul>		
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Comprehensive learner, supervisor, and administrator reports generated</li> <li>• Reports generated for PDSC review of district-wide PD</li> <li>• Advanced reporting option with complete view of training organization available</li> </ul>		