

Columbia Public Schools
PROFESSIONAL DEVELOPMENT GUIDELINES

The purpose of professional development in Columbia Public Schools is to maximize the knowledge and skills of the professional engaged in the teaching and learning process in order to enhance student learning, improve instruction and increase student achievement. The following document is meant as guidance regarding professional development topics.

August 7, 2019 will be the last day in-service credit can be accumulated and used as a mechanism for movement on the salary schedule.

Participant Eligibility for Payment

- Only staff members whose salary is calculated on the basis of the teachers' salary schedule may receive compensation of \$27 per hour for district level initiative professional development.
- Hourly staff members are not eligible for \$27 per hour for attending professional development. Hourly staff members must be paid at their hourly rate using a time clock and are subject to receive overtime, if applicable. Hourly staff members must have prior approval from his/her supervisor to attend any professional development.
- Staff members on an administrative contract are not eligible for \$27 per hour for participating in professional development or \$35 per hour for facilitating professional development.
- Certificated staff members on district approved leaves-of-absence may attend and be paid for district level professional development with prior approval from the Chief Human Resource Officer/Assistant Superintendent of Human Resources. This approval must be obtained before any payment is requested. No payment will be given if approval is obtained after the professional development occurs.

Guidelines for Payment to Attend or Present at Professional Development

In specific circumstances where paid professional development has been approved through the district's budget process and is required as a component of a district initiative, teachers may earn \$27 per hour for their participation. For these same approved district-level initiative professional developments, facilitators may earn \$35 per hour. The \$35 an hour payment is only eligible for the duration of the professional development session and is to comprise both the planning and presentation of the professional development session. The Director of School Improvement will process all requests for pay.

Professional development associated with a district initiative or that is involved in producing a district curricular product may be eligible for payment at \$27 per hour. Generally, a district initiative will be considered a situation in which all teachers in the assigned program or certification area must participate and reassignment to another teaching responsibility is not possible.

Participants and facilitators of building-level professional development are not eligible to earn paid compensation for building-level professional development.

Activities Eligible for Payment

To be eligible for payment of \$27 per hour for professional development, the professional development activity must 1) be a district level initiative, 2) be required as part of a defined job role and 3) be approved through the district's budget process. If the professional development does not meet these three

requirements, participants are not eligible for payment. Examples of professional development that may be eligible for payment are listed below:

- professional development required for a new curricular area or program
- professional development required for a district-wide pedagogy shift
- curriculum or assessment writing
- professional development required as a part of a grant program, and
- professional development for new teachers required through the New Educator Induction Program.

This is not an all-encompassing list and only a few examples. Please contact the Office of School Improvement if further clarification is needed on whether a professional development activity is eligible for payment.

Activities Not Eligible for Payment

Professional development programs or activities conducted during the regularly scheduled school day are not eligible for payment. Professional development activities held during any contract day, such as during teacher collaboration days, are not eligible for payment. Columbia Public Schools does not define the following as eligible for payment:

- building-level professional development activities
- meetings
- lesson planning
- faculty meetings
- student assistance team committees
- online courses, webinars or seminars
- travel occurring in conjunction with sponsorship of student groups, and
- attendance at conferences or conventions.

Completion of Professional Development Credits

Over the course of the 2019-2020 school year, a system will be created and communicated to all staff by the Columbia Public School Professional Development Committee (PDC) to log professional development activities attended in an electronic system such as PDExpress or another professional development management system. This system will be a mechanism for staff to keep track of professional development activities attended throughout their career in CPS and to meet Missouri Department of Elementary and Secondary Education requirements, when applicable.