

**Required
Professional
Development
Learning Hours for
Pay Purposes**

Teachers

Based on the District's Professional Learning Plan, all teachers, regardless of years of experience, will be required to complete 50 District-approved professional staff development hours in accordance with the following guidelines:

1. The workshops or courses attended may be during or after contract hours.
2. The staff professional learning experience must be approved in advance by the campus principal.
3. Workshops or courses must relate to the teacher's teaching position and must be directed toward helping the teacher improve teaching performance resulting in student success and campus improvement
4. All District-offered workshops are approved if the topic is relevant to the teaching position of the teacher.
5. Other staff development activities that count with prior approval include the following:
 - a. Curriculum development, content knowledge, instructional technology, assessment, curriculum resources, instructional engagement, classroom management, learning environments, gifted and talented, specialized program area content, and leadership.
 - b. Presentation of staff development activities (counts double the number of hours of the actual presentation).
 - c. College courses related to the participant's teaching position (each credit hour equals 15 professional development hours). These courses do not count toward staff development if they are taken to remove a deficiency to earn a certificate or endorsement.
 - d. School-developed workshops approved by the Associate Superintendent for Curriculum and Instructional services or designee.
 - e. Workshops provided by professional organizations, regional service centers, and the Harris County Department of Education.
 - f. Conference Sessions related to the teacher's teaching position.

appropriate professional development courses for maintaining certification. Employees will maintain their own records for certification hours. [See <http://www.sbec.state.tx.us>]

12. During the formative (goal setting) conferences of the teacher appraisal system, individual professional learning plans will be designed and approved by each employee and the employee's principal/supervisor. The individual professional learning plan will identify goals for improving the employee's job performance. Completion of the designated training will be reviewed as a portion of the summative conference. [See DNA]