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# **Introduction**

## **The mission of Crowley ISD Professional Development is to:**

- Provide ongoing, supportive and significant learning
- Focus on solutions that provide multiple delivery methods
- Align with district and campus goals
- Promote academic excellence for all

The Crowley Independent School District believes that ongoing professional development is vital in promoting continuous professional growth. The purpose of professional development is for you to implement the new knowledge and skills learned so that students are successful. Professional development provides opportunities for staff to enhance skills, knowledge and behavior to effectively accomplish professional responsibilities.

## **Based on district goals, professional development focuses on the following four strands:**

- High Impact Instruction
- Diverse Learners
- Learning Environment
- Tools for Success

## **Educator Professional Development Recertification Requirements**

Educators are responsible for maintaining a record of CPE credits unless specifically requested by TEA for audit purposes. It is the responsibility of the educator and the school district to determine which workshops and training sessions meet the requirements for standard certificate renewal. TEA staff will not make these determinations. This allows maximum flexibility for educators to identify appropriate CPE activities to meet individual needs.

### **The CPE requirements for each class of certificate are as follows:**

- Classroom teachers must complete 150 clock hours every five years
- Dyslexia CPE training is required for educators who teach students with dyslexia and must include new research and practices in educating students with dyslexia
- Counselors, learning resource specialists/librarians, educational diagnosticians, superintendents, principals and assistant principals must complete 200 clock hours every five years

To allow maximum flexibility for educators to identify appropriate CPE activities to meet individual needs, CPE clock hours can be accrued through the following:

- Workshops, conferences, in-service or professional development delivered by an approved registered provider
- Undergraduate and graduate coursework through an accredited institution of higher education, with one semester credit being equivalent to 15 CPE clock hours
- Interactive distance learning, video conferencing or on-line activities
- Independent study, not to exceed 20% of the required clock hours; development of curriculum or CPR training materials: presenting CPE activities, not to exceed 10% of the required clock hours
- Serving as mentor, not to exceed 30% of the required clock hours
- Serving as an assessor for the principal assessment, not to exceed 10% of the required clock hours

Only those CPE activities from approved registered providers will be recognized for Standard Certificate renewal purposes. Educators must complete the required total number of CPE hours each five-year renewal period. It is recommended that at least five CPE hours each year be devoted to the content area for each certificate being renewed.

## Credit Management System (Eduphoria)

Access to the system requires a district email address and password. Eduphoria Workshop is available through the district website or the “Teacher Toolbox” icon located on your computer’s desktop.

After logging in, employees have access to Eduphoria Workshop in which they can:

- Register or unregister for workshop sessions (Each employee is responsible to register or cancel registrations through the Eduphoria system)
- View their workshop portfolio
- Submit requests for out-of-district development credit (All certificates will be maintained by the person requesting credit)

All campus-based training will be managed through the Eduphoria system and registration procedures will follow the same guidelines as for district professional development offerings.

**NOTE:** If your previous employer used Eduphoria contact their HR or professional development department and have them email your portfolio (.wxe file format) to Wanda Jenicke, [wanda.jenicke@crowley.k12.tx.us](mailto:wanda.jenicke@crowley.k12.tx.us)

Questions regarding Eduphoria Workshop and professional development portfolios can be emailed to Wanda Jenicke [wanda.jenicke@crowley.k12.tx.us](mailto:wanda.jenicke@crowley.k12.tx.us) or call her at 817-297-5226.

## Registration Information

- All employees are expected to continue to learn and grow professionally
- Professional Development participants are expected to arrive to sessions on time and return on time after all breaks
- Employees are expected to fully participate through maintaining attention and commitment to the learning
- Registration for courses is required through Eduphoria Workshop
- Crowley ISD email login name and password are used to log into the system
- Walk-ins will be allowed only with presented permission
- Participants should always register/cancel on-line up to the session start date/time (Be aware that failure to pre-register prior to the start time may result in not receiving materials that were prepared with the number of registrations 24 hours prior to the course)
- A confirmation email is sent through district mail for confirmations and cancellations as well as a reminder email sent three days prior to the event
- Registrations are listed on the Eduphoria portal page
- When a course is cancelled all registered participants will be notified through school email

- Being responsible to cancel when you cannot attend allows space for those on a waiting list, those participants will be notified once a seat becomes available and automatically registers them for the course
- Participants are responsible for unregistering for a course using the management system, failure to do so will result in an absence
- To receive credit for a course you must Sign Up (in Eduphoria), Sign In (using the sign in sheet at the location of the course), Survey (you will receive a link in your email and have 14 days to complete the survey)

### **Important Reminders**

#### **Dress Code:**

Please honor the district dress code when attending professional development sessions. Due to differences in temperature preference, it is recommended that you bring a sweater or light jacket.

#### **Late Arrival/Early Dismissal:**

If circumstances arise that require you to arrive late or leave early please consult with the coordinator or director responsible for your session. Be aware that later arrival or early dismissal may result in partial credit.

#### **Can't Attend a Session:**

Unregister for workshops or trainings you cannot attend; failing to do so will result in an absence. If extenuating circumstances prevent you from unregistering contact professional development at 817-297-5226 or email Wanda Jenicke [wanda.jenicke@crowley.k12.tx.us](mailto:wanda.jenicke@crowley.k12.tx.us).

## **“Sign up, Sign In, Survey”**

### **To unregister from a course:**

#### **From the workshop tab in Eduphoria:**

1. Select the course registration icon. Courses that you are currently registered for will appear at the top of the registration page.
2. Select the course for which you wish to unregister, that course information will appear.
3. At the top of the window, select the unregister icon. An email will be sent confirming that you have been unregistered.

The professional development office will not be responsible for unregistering or enrolling a participant unless there are extenuating circumstances that do not allow access to Eduphoria.

## **Professional Development “No Show” Procedure**

“No Shows” for professional development sessions drain district resources intended for school improvement and student success. As a courtesy to our presenters, please make every effort to attend courses for which you have registered or cancel your registration in advance if you find that you cannot attend.

- Excessive absences will result in being locked out of the registration system.
- Failure to sign in at a professional development sessions is considered a “no show”. It is the responsibility of each person attending professional development to document their attendance by adding their signature to the sign in sheet provided at the session. If the sign in sheets were printed before you registered, first print your name then sign. Only legible signatures will be accepted.

## **District Wide Professional Development Norms**

### **Be Respectful**

- Engage Fully
- Actively Participate
- Limit Side Conversations
- Limit Personal Use Of Electronics

### **Be Responsible**

- Arrive On Time (allow time to sign in)
- Leave Your Area Clean
- Ready Your Technology For Learning

## **Statutory Training for Texas Public School Employees**

### **Compliance Training**

Required compliance training is completed yearly through the Safe Schools online training program and is to be completed prior to the first instructional day. Staff hired after the start of the school year have two weeks after onboarding to complete the training.

## **How to log in to the SafeSchools Online Training Program:**

1. Using your web browser go to the web page <http://crowleyisd.tx.safeschools.com>
2. To access your assigned training, enter your username, which follows the following format: John Smith would be john.smith
3. Your assigned courses will be listed on your personal SafeSchools training home page under “Mandatory Training”.
4. Select the course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a certification of completion once you successfully complete the course.

If you have any questions or problems with the site please contact Wanda Jenicke  
[wanda.jenicke@crowley.k12.tx.us](mailto:wanda.jenicke@crowley.k12.tx.us)

## **T-TESS**

### **T-TESS 6 hour training is require of:**

- All beginning teachers
- Teachers new to Texas
- Those who have never been appraised in T-TESS
- Experienced teacher who cannot provide proof of prior 6 hour T-TESS training

Training must be completed within three week of the hire date and the certificate must be uploaded in to Eduphoria workshop portfolio.

*All teachers should be provided an annual review.*

## **Gifted and Talented Education**

Initial Training Requirements and Annual Updates: State Policy According to the Texas Education Agency schools districts shall ensure that:

1. Before assignment to the program for gifted students, teachers who provide instruction and services that are part of the program have a minimum of 30 hours of professional development that includes nature and needs of gifted/talented students, assessment of student needs, and curriculum and instruction for gifted students.
2. Teachers without the required training who provide instruction and services that are part of the gifted/talented program complete the 30 hour training requirement within one semester.
3. Teachers who provide instruction and services that are part of a program for gifted students receive a minimum of 6 hours annually of professional development in gifted education.

4. Administrators and counselors who have authority for program decisions have a minimum of 6 hours of professional development that includes nature and needs of gifted/talented students and program options.

### **Initial Training Requirements and Annual Updates: Local Expectation**

All teachers of core academic subjects must attend the 30 hours of foundational GT training prior to instructing any student identified as gifted and talented. Teachers new to CISD must either provide a certificate of training or attend the 30 hour training course in CISD prior to the start of the school year. Teachers hired after the start of the school must have completed the 30 hour course prior to the end of the semester in which they were hired if they are assigned to teach GT students. Teachers who miss one or more of the required strands of the 30 hour foundational training must seek approval for substitutions prior to attending make-up training courses. Approval must be requested in writing to the district Chief Instruction Officer or the District Director of Professional Development.

Annual updates completed in the summer months will count toward the upcoming school year. Teachers unable to attend any of the locally offered GT professional development opportunities may be required to complete GT training on his or her own time. GT initial hours and annual update hours are optional for teachers who do not teach core academic areas.

The initial 30 hour training consists of 4 strands:

- Differentiated Instruction/Instructional Strategies-12 hours
- Social and Emotional Needs-6 hours
- Identification and Assessment-6 hours
- Nature and Needs of Gifted Students-6 hours

### **Bilingual and ESL**

#### **Certification requirements for grades Pre-K through 6**

- Students enrolled in bilingual education must be served by a bilingual certified staff.
- Students enrolled in ESL education must be served by ESL certified staff.
- All staff serving LEP students must receive training in sheltered instruction.

#### **Certification requirements for grades 7 through 8**

- Students must be served by at least one teacher who is certified in ESL for that grade level and is responsible for meeting linguistic needs of the LEP students.
- All staff serving LEP students must receive training in sheltered instruction.



## **Certification requirements for grades 9 through 12**

- Students enrolled in ESL education may be served by staff members who are not ESL certified, but only if the staff members received professional development in sheltered instruction. However, ESOL I and ESOL II must be taught by teachers who have an English of English Language Arts certification plus an ESL certification.
- All staff serving LEP students must receive training in sheltered instruction.

## **Nonviolent Crisis Intervention (CPI)**

All staff who plan to take the full 6 hour CPI training will be required to first take TBSI: a 3 hour online course offered FREE through Region 4. Email your completed course certificate to Wanda Jenicke [wanda.jenicke@crowley.k12.tx.us](mailto:wanda.jenicke@crowley.k12.tx.us). Only those who have completed the online course will have access to register for the full 6 hour face to face training session. TBSI is a one-time requirement; once the online training is complete you will not be expected to take the course again.

## **Saturday and Evening Sessions**

Saturday and evening workshops provide opportunities for certified classroom teachers and building level administrators to engage in professional learning while maintaining presence in the classroom during the instructional day. Some sessions may provide compensation in exchange for your time.

## **Out-of-District Credit**

For professional development credit Crowley ISD accepts pre-approved college course work (maximum 6 semester units per year) and attendance at conferences and workshops outside of the district. Prior approval must be obtained from an administrator or supervisor to attend the conference or workshop.

Procedures for adding the credit to your electronic portfolio can be located on the professional development website. Approval cannot be granted without documentation. When approval is granted courses will appear in the individuals Eduphoria workshop portfolio. If credit is denied due to lack of documentation, non-approval or missing information it will remain in the portfolio until resubmitted for approval when all steps have been completed.

## **Steps for removing denied outside district training requests from individual portfolios**

1. Open portfolio on the workshop tab in Eduphoria
2. Highlight course submitted for credit under “my portfolio column”
3. Select “delete entry” or “resubmit”
4. Save and close

## **Professional Development Presentation Proposals**

A proposal to present district-wide staff development is welcomed. Presentation proposals may be submitted by professional staff members for consideration as professional development offerings. Presentations must align with district or campus goals and fall within the established learning strands and standards for professional development. Process for submitting courses for district professional development include:

1. Obtain prior approval from department administrator prior to entering course in Eduphoria.
2. Once Approved enter the presentation in Eduphoria by selecting “submit a course” next to the light bulb; complete required information.
3. Upon receipt of the course information the course will be examined by the professional development office and if approval is granted notification will be sent the course editor.

## **Presenter Guidelines**

A professional staff member will receive instructor credit each time they present a workshop. Instructors may view registrants for a session, post attachments, participate in on-line discussion with registrants, send email to registrants and print the sign-in sheet as needed from the instructor tab in Eduphoria workshop. Late arrivals or early departures from the training should be indicated on the course sign-in sheet so that the appropriate amount of credit can be awarded. Upon completion of the session, sign-in sheets should be submitted to the professional development office. This documentation is to be marked “complete”, dated and signed by the instructor. Presenters/Instructors are required to sign the sign-in sheet indicating the course completion.

**Note:** *Failure to sign-in at a professional development session is considered a “no show”. It is the responsibility of the presenter to provide a sign-in sheet generated from Eduphoria for the training.*

## **Professional Learning Communities (PLC)**

In an effort to provide a collaborative inquiry and learning process in CISD more opportunities to receive training and participation in professional learning communities will be utilized as an effective means of implementing high quality effective professional development. Professional learning communities (PLC's) are an integral part of district-wide planning and professional development around the core beliefs.

Each campus has committed to implementing PLC's allowing instructional staff to deepen understanding of content and TEKS, analyze student data and design effective, engaging learning experiences with an understanding that professional development is embedded within every aspect of the PLC. As campuses use the PLC process to enhance learning outcomes for students it is the expectation of CISD that all instructional staff are active and contributing members of professional learning communities at both the campus and district level.

## **Campus Course Information**

- Professional development credit may be given for training that occurs on campus, during the work day, after school or on campus professional development days.
- No campus credit can be awarded for less than 1 hour contact time without prior approval of the professional development director.
- Campus administrators or a designated trained representative are responsible for setting up the campus course in the management system.
- Content should align to the campus/district goals, learning strands and professional development standards.
- Campus faculty meetings **do not** qualify ads SBEC credit or professional growth credits and will not be reflected in the Eduphoria professional portfolio.
- Campus sign-in sheets are kept on campus for history validation.