Paraprofessional
Professional Development

In-service day, August 30, 2017
Topics we’ll cover today

• The Professional Development Master Plan
• Professional Activities
• Professional Goals
• PD Express
• PD Reimbursement Guidelines
Professional Development Master Plan

• Available online at SAU39.org
• Guide to Professional Development in the district
• Explains the purpose and process of professional development, including how your goals or current assignment relates to your activities
• Certified teachers and certified paraprofessionals are responsible for maintaining their professional certificates by participating in professional development and acquiring hours which are then submitted to the NH Dept of Education. SAU 39 also encourages non-certified paraprofessionals to participate in the professional development process
• Today we’ll concentrate on Professional Development activities and goals
Activities

• College/University Coursework
• Workshops, seminars, conferences, and institutes
• Action Research
• Book Talk
• Case Discussions
• Classroom Observations, peer observation, and visitations
• Coaching and training facilitators and PD coaches

• Committees
• Creating a ‘product’ or an activity
• Critical Friendship Groups
• Curriculum, instruction and assessment development
• Data Analysis and reporting
• Examining student work and student thinking
• Grade-level, team, subject area meetings, staff meetings, in-service meetings
• Grant writing
Activities (Cont’d)

• Independent study and immersion in content area
• Professional communication
• Professional development presentations

• Professional networks
• Professional reading, video and audio tapes
• Supervising teacher/mentoring
• Technology for professional learning

• Travel experiences that relate to improving student learning
• Alternative professional growth plan
Opportunities

In-District

• In-Service days
• Late starts
• On-site CPI training

Out of District

• UNH Professional Development and training has paraprofessional workshops throughout the year
• NH Department of Ed offers nheon.org that links to online courses and tutorials, as well as local workshops

On your own

• Read a book!
• Watch a Webinar!
Professional Development Goals

Determining your Professional Development goals and how they relate to your current assignment, activities and professional growth
A bit about goals:

• Certified paraprofessionals are required to have approved goal(s) in PD Express

• Non-Certified paraprofessionals are not required to have approved goal(s) but are encouraged to have them so that your supervisor/approver can see how the activity aligns to your role

• Your goal or should related to your current assignment

• Best to start planning your goal writing during the first few months of the school year. Aim to have them in PD Express no later than December

• Show me some sample goals please!
Sample goals:

• To become familiar with the district’s software
• Keep current with special education laws and procedures
• Learn personal time management skills to use my time effectively
• Learn ways to help me to clearly communicate with staff and students
• Investigate new discoveries, therapies, and teaching methods through professional reading and webinars
• Participate in critical friendship groups (late starts) to learn more about the district and our students
• Behavior management and relationship building through friendship, respect, and trust
Before you work on your goals -

- It may be helpful to review the 4 cornerstones of Teacher Effectiveness
- This is the same framework that the teacher’s use to write their goals
- Reviewing the 4 cornerstones may help you to determine items you’d like to concentrate on
- Think ‘Paraprofessionals support the goals of the primary classroom teacher’
• PD Express allows you to manage your Professional Development

• With PD Express you can:
  • Create your ‘plan’, which contains your goals
  • Register for In-District ‘courses’
  • Submit requests for out of district ‘activities’

Let’s try it!
Professional Development Guidelines

Your guide to Professional Development reimbursement at SAU 39.
Submit activities at least 7 days in advance.

Save your receipts!
Mileage is the most popular reimbursement!

• You should always include a mapquest showing mileage from the school (if it’s a workday) to the activity

• Unless, your home is closer to the activity than to work. This is because you would have to drive to work anyways

• Our current mileage rate is .535 cents per mile
Other reimbursement considerations

• The district can pay for your workshop in advance. Just be sure, in PD Express, to include the registration amount, choose ‘request pre-payment’, and include a registration form and a note to your building secretary

• Receipts are very, very important. For meal receipts we need the date, name of the establishment, items purchased and the amount paid. It must have all these items to be reimbursed

• The same for hotel, shuttle, baggage, taxi receipts. We need them detailed and marked paid showing zero due

• IF you travel Outside of New England you MUST choose that as your Activity Type as those requests are routed to Christine, the Director of Curriculum and Professional Development.
After you attend a PD activity you need to complete it (before that, the status is ‘approved’) by writing a reflection.

**Guiding Questions for Reflections**

- What did you do?
- What new skills and/or knowledge did you gain by participating in this activity?
- How will this activity impact your teaching practice in the classroom?
- What evidence/data will you gather to show how learning from this activity will impact student learning?
- What are your next steps?
Contact Information

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Your building secretaries: Christa Roth at Mont Vernon, Terry April at Clark, Kathy Johnson at Wilkins, Millie Thibeault at AMS and Shirley Markwith at Souhegan High School.

Your Professional Development Committee building reps.
The End!

Have a great school year!