

**NOTE TO PLANNERS:** *System-wide professional development reflects curricular, assessment, and instructional practices defined and described in Albemarle County Schools' **Framework for Quality Learning (FQL)** model that are linked to the Domains, Standards and Key Elements in the Albemarle County Public Schools' **Teacher Performance Appraisal (TPA)** system.*

**Please consider the following guidelines when developing your professional development proposal:**

- how the opportunity supports the Albemarle County Public Schools' Vision, Mission, and Goals.  
<http://www.k12albemarle.org/NewHome/NewPages/aboutus.htm>
- how the opportunity supports the Framework for Quality Learning (FQL), a standards-based, concept-centered, data-driven system model that helps students develop deeper understandings of the disciplines.

### **College Credit**

If you are interested in offering a course for college credit, please email ([waddy@k12albemarle.org](mailto:waddy@k12albemarle.org)) or call Shelia Waddy (972.4021).

### **Format**

The days of teachers driving 30 minutes to a workshop after school are fast going by the wayside! Professional learning experiences can leverage a variety of social media tools such as Yammer, Twitter, and GoogleDocs for Education and other tools designed specifically as virtual learning platforms such as Blackboard Learn or Collaborate (formally known as Elluminate). Form follows function, as you plan professional learning experiences think about content, context, and process as we look towards hybrid and other models for structured professional development.

### **Times for Synchronous workshops**

Tuesday and Wednesday afternoons remain the best time for coursework/workshops during the school year. (Most schools designate Monday and Thursday as long planning days/faculty meeting days.) **Offerings tailored for middle and high educators should begin at 4:30.** Please check with other Central Office Instructional Staff to resolve any possible major date or time conflicts with specific grade area/subject area offerings.

### **Payment**

Instructors who are teachers are paid \$40 per "contact hour" off contract time. Workshop facilitators who develop professional learning materials for use in a hybrid model will be compensated \$30/"engagement hour" with an assumption that there are two hours of planning and monitoring for every "engagement hour". "Engagement hours" for each hybrid workshop will be determined by the Director of Educational Technology and Professional Development in conjunction with the developer and vertical team facilitator; and, will represent the amount of time expected in order to successfully complete and document the face-to-face and virtual components of a workshop. Call Shelia Waddy, 972.4021, if you have questions regarding payment.

### **Recertification Points/Staff Development Credit for Educators**

In order to earn VA State recertification points, a course/workshop must have **5 or more contact/engagement hours**.  
[http://www.doe.virginia.gov/teaching/licensure/licensure\\_renewal\\_manual.pdf](http://www.doe.virginia.gov/teaching/licensure/licensure_renewal_manual.pdf)

### **Planning Forms**

Please submit one enclosed planning form per course/workshop/class. Either the instructional staff member or the instructor should complete this sheet. Please return completed form to Shelia Waddy as soon as possible.

# Professional Development Planning Form

Please complete one form per workshop/course. Return completed form to Shelia Waddy, ARC.

<b>Name of Workshop/Course:</b>							
Relevant for what audience? ( <i>grade level, subject areas, administrators only, etc?</i> )							
<b>Suggest relevant TPA domain:</b>	Knowledge of Students	Knowledge of Content	Planning, Delivery, and Assessment of Instruction	Safe, Effective Learning Environment	Communication and Collaboration	Professionalism	Student Academic Progress
<b>Description of course/workshop for Opportunities catalog blurb – include Framework for Quality Learning and TPA relevance</b>							
<b>Format</b>	Face-to-Face	Hybrid	Virtual Synchronous	Virtual Asynchronous			
<b>Total # of Sessions</b>		<b>Estimated # of Contact/Engagement Hours</b>			<b>Maximum # of Participants</b>		
<b>First Choice of Dates</b>							
<b>Second Choice of Dates</b>							
Beginning Time	Ending Time	Location Preferred			Have you reserved the location? (ARC calendar is available at <a href="http://www2.k12albemarle.org/dept/instruction/arc/Pages/ARC-Room-Calendar.aspx">http://www2.k12albemarle.org/dept/instruction/arc/Pages/ARC-Room-Calendar.aspx</a> )		
<b>Developer/Facilitator Name</b>							
Email Address							
ACPS Work Location					Telephone #:		
Please describe technology/equipment needs.			Other information or special arrangements/needs				