

PROFESSIONAL DEVELOPMENT
PROFESSIONAL LEARNING

DMA
ADMINISTRATIVE REGULATION

MISSION AND
PURPOSE

It is the mission of the Professional Learning Department to foster a culture of lifelong learning by providing all employees and other stakeholders with high quality educational, training, and coaching opportunities in order to positively impact the productivity of the organization in order to improve the quality of student learning.

The purpose of the Professional Learning Department is to orchestrate staff development opportunities for the administrators, teachers, paraprofessionals, and auxiliary employees of Eagle Mountain-Saginaw ISD in order to improve job-related performance and student achievement.

The Professional Learning Department will effectively support the district's long term change initiatives through building a collaborative network of learners who strive for continuous improvement of knowledge and skills.

ADMINISTRATIVE
PURPOSE

District-funded professional learning is focused on district goals and change initiatives.

Campus professional learning is reflective of campus needs within the scope of district goals and change initiatives.

Professional learning flexible learning days are clearly defined.

Professional learning offerings are planned well in advance with few exceptions.

-Professional learning scheduling restrictions are in place.

OUT-OF-DISTRICT
PROFESSIONAL
LEARNING

Instructional personnel and campus administrative staff shall submit the appropriate Out-of-District Professional Learning Request Form for all district-funded out-of-district staff development. The Out-of-District Professional Learning Request Form must be approved by the employee's direct supervisor and the Deputy Superintendent prior to submission of the Travel Expense Voucher.

The Out-of-District Professional Learning Request Form serves as a checkpoint for content alignment to district goals and change initiatives and as a guide for staff development cost efficiency.

If the cost of sending instructional personnel and campus administrative staff to an out-of-district workshop outweighs the cost of hosting the workshop within the district, the request may be denied, and the workshop scheduled in-district.

Through submission of the form, the employee agrees to present the training session to other campus or district instructional personnel or administrative staff.

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CAMPUS
PROFESSIONAL
LEARNING

In order to ensure alignment of campus professional learning offerings with district goals and change initiatives, the Campus Professional Learning Request Form will be submitted by the campus principal or designee one month prior to each designated campus professional learning day/half-day. Approval of the Campus Professional Learning Request Form must be granted by the Director of Professional Learning and Executive Director of Elementary or Educational Services prior to the scheduling of any speakers/presenters/consultants.

PROFESSIONAL
LEARNING
PRESENTATION
REQUESTS

Professional learning providers may include district personnel or out-of-district consultants. District administrators may recommend district personnel or out-of-district consultants for consideration as district professional learning providers.

Potential professional learning must be submitted through *Eduphoria: Formspace* using the Professional Learning Request form. The approval process includes the appropriate department director or designee and the Director of Professional Learning. Submission of the form does not guarantee approval. Recommended presenters will be notified of approval status within two weeks of form submission. Following approval, it is the responsibility of the presenter/facilitator to check the *Eduphoria: WorkShop* course listing and Professional Learning Calendar for accuracy. The presenter/facilitator will notify the Director of Professional Learning if any corrections should be made to the session listing.

A separate form must be submitted for each professional learning offering, but multiple offerings of the same session by the same presenter may be submitted on one form. Session descriptions shall be written in learning objective format.

Only requests made via the Professional Learning Request Form in *Eduphoria: Formspace* will be considered for district professional learning credit.

NEW EMPLOYEE
ORIENTATION

Employees new to Eagle Mountain-Saginaw ISD should plan to attend the following two orientation sessions. The first session is the New Employee Professional Learning days scheduled during the week preceding Inservice Week in August. The second orientation session, Payroll and Benefits, will be scheduled throughout the summer.