

SOTA Professional Learning Q & A and CHECKLIST 2015 - 2016

Q: What is PDI?

A: Professional Development Incentive; an initiative of the Office for Professional Learning. Professional level (tenured) teachers that complete 36 hours of endorsed professional learning tied to either their school's School Improvement Plan (SIP) or Comprehensive Education Plan (CEP) will receive \$1,200 stipend. Resident (probationary) are eligible to receive an \$800 stipend for completing 24 hours of endorsed professional development.

Q: Is there TIF any longer?

A: No. Teacher Incentive Fund was a three-year grant initiative for specified TIF schools. SOTA was one of those schools.

Q: Who can earn PDI hours?

A: - Tenured Teachers: 36 hours PDI
- Non-Tenure Teachers: 24 hours PDI
- You must do all 36 (or 24) hours - there is no partial PDI

Q: What is the timing for the approval process of my request?

A: All requests for PDI must be handed in and approved **before** the event starts. Please allow 1-2 weeks for approval turnaround time. The form is attached to this and has also been emailed.

Q: When can I work in PDI hours?

A: Outside of regular school hours. Activities that you participate in outside of regular school hours that you are paid for, and certain professional responsibilities, do not qualify for PDI.

Q: What types of things can I do to participate in the PDI incentive?

A: There are district-preapproved courses on Generation Ready. You can sign on to Generation Ready and register for the courses. Attendance will be taken at the course and the facilitator will issue credit. You will then receive a course evaluation to complete before your credit is confirmed.

Q: What other types of activities can I participate in for PDI?

A: There are many types of activities that you can participate in that are not pre-approved by the district. These are referred to as learning models and include: action research, immersing in teacher practice, professional book study, student work review group, collegial learning circles, professional learning circles, lesson study groups, critical friends group, workshops, seminars, etc.

Q: How do I find out what each of these activities is and what they entail?

A: There is a very useful packet for each of these learning models. Anything you do for non-Generation Ready PDI must be based on one of these learning models. These packets will help you understand how to establish and implement the PDI program, as well as the requirements necessary in completing the process and gaining credits. Please be sure to read and use the packet as a guideline throughout the process. The packets can be downloaded from the following sites:

- Rochesterteachers.com>Forms and Information>Professional Development
- Sotarochester.org>Teachers >Rudy,S.
- Rcsdk12.org>Departments>Teaching and Learning>Departments>Professional Learning

Q: What requirements should I consider when writing up my request for PDI?

A: Think about these questions as you develop your PDI program:

- How does your work create new professional growth for you?
- What are you learning? How will you show and use what you have learned in your teaching?
- How will your work impact student growth?
- How will your work connect to the four domains in the Danielson Rubric?
- How will you show evidence of what you have learned?
- What will you be able to share with the SOTA Community to enhance best practices and the learning and growth of SOTA students and teachers?

Q: Who approves my request for PDI?

- **A:** The SBPT PDI Committee at SOTA (K. Nicastro, M. Mueller, S. Rudy) PRE-approves the initial application. The request then goes to the Office of Professional Learning for final approval to proceed. You will be notified once the final approval is received.

Q: What is the final due date for all professional development for this year?

- **A:** Dates are still being confirmed.

NON-Generation Ready PD Steps:

- ✓ Chose a learning method that fits what you want to do for PDI.
- ✓ Read and follow the packet.
- ✓ Fill out the RCSD Request PD Approval 2015 2016 form.
- ✓ Email of hand in to S. Rudy (3rd floor mailbox) BEFORE event happens.
- ✓ The form will go to the Office of Professional Learning for final approval.
- ✓ You will receive notification of final approval.
- ✓ Individual PDI:
 - After PD is complete, obtain documentation of attendance and participation
 - complete Outcomes form and evidence as outlined in packet, hand it to S. Rudy – 3rd floor mailbox
 - the course will be added to Generation Ready and attendance will be added once verification of completion is received.
- ✓ Group PDI: facilitator takes attendance at EACH meeting and keeps minutes.
 - facilitator forwards a copy of the sign-in sheet as meetings are completed so they can be entered into Generation Ready, complete Outcomes form and evidence as outlined in packet (one set for the whole group); hand in completed forms to SRudy – 3rd floor mailbox
 - let SBPT PDI Committee know as soon as group PDs are complete so that it can be closed out and the final process of approvals can begin