

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 333
SECTION: 300
Employees
TITLE: 333 Professional
Learning
ADOPTED: August 27,
1981
REVISED: September
14, 2017

333 PROFESSIONAL LEARNING

Purpose

The School District of Philadelphia is committed to the ongoing growth of all teachers and leaders through rigorous, relevant professional learning and support so all students have access to an excellent education. Investment in high quality professional learning is essential to student success. Adult learning is an embedded and ongoing aspect of educators' daily work and integrates every aspect of their work into a cohesive system. ~~Continuing professional study and inservice training for administrative, professional, and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.~~

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

School system leaders: are defined as principals, assistant principals, Assistant Superintendents, Superintendent and individuals who are converting an administrative certificate from a Level I certificate to a Level II certificate. [4][9]

Professional learning: is defined as an integral part of school and local educational agency strategies for providing educators (including teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, and, as applicable, early childhood educators) with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging State academic standards; and sustained (not stand-alone, 1-day, or short term workshops), intensive, collaborative, job-embedded, data-driven, and classroom-focused activities.

Induction plan: is defined by the Pennsylvania Department of Education (PDE) as a plan for the induction experience for first-year teachers (including teachers in prekindergarten programs, when offered), long-term substitutes who are hired for a position for 45 days or more, and educational specialists. The Education Induction Plan guidelines outlines the requirements for this plan.

Professional education committee: a committee tasked with preparing a school's Professional Education Plan consisting of:

- ? Teacher representatives divided equally among elementary, middle, and high school teachers, chosen by the teachers;
- ? Educational specialist representatives, chosen by educational specialists; Administrative representatives, chosen by the administrators of the school entity;
- ? Parents of children attending a school in the district, appointed by the board of school directors;

- ? **Local business representatives, appointed by the board of school directors; and**
- ? **Other individuals representing the community, appointed by the board of school directors.**

Authority

The ~~School Reform Commission~~ **Board of Education (“Board”)** directs all ~~d~~**D**istrict employees to further their professional **learning** and personal advancement through graduate study, inservice training, conference attendance, and professional development activities. [1][2][3]

Delegation of Responsibility

The Board directs the Superintendent and/or their designee to develop and implement professional development consistent with state regulations and contractual obligations.

Mandatory Regulatory Procedures:

~~Mandated Regulatory Procedures~~

Guidelines

Graduate/Special Courses

Only courses of study that are preapproved in writing shall be eligible for reimbursement by the ~~d~~**D**istrict or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.

Reimbursement for credits for approved graduate study or special courses shall be made in accordance with **the** terms of ~~the an~~ administrative compensation plan, an individual contract, or an applicable collective bargaining agreement.

Approved graduate study or special courses/programs may be of sufficient advantage to the ~~d~~**D**istrict to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with **the** provisions of an **administrative compensation plan**, individual contract, applicable collective bargaining agreement, or ~~SRC~~ **Board** resolution. [4][5][6]

Induction Plan

The ~~d~~**D**istrict shall comply with Department of Education requirements when developing and maintaining an induction plan for first-year teachers, long-term substitutes hired for a position for forty-five (45) days or more, educational specialists, and teachers new to the ~~d~~**D**istrict. The ~~d~~**D**istrict shall develop and submit the induction plan to the Department of Education for approval every six (6) years **or as** required by law and regulations. ~~Prior to approval by the SRC~~ **Board** and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the ~~d~~**D**istrict's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. [6][7][8] **[8]**

Continuing Professional Education for School System Leaders

School system leaders shall complete an induction program which is consistent with the Pennsylvania School Leadership Standards within five (5) years of serving as a school system leader in Pennsylvania for the first time. **[8]**[9][10]

Professional Education Plan

The SRC Board shall appoint to the professional education committee parents/guardians **of children attending a school in the District, local business representatives, and other individuals representing the community** and representatives of the community and local businesses. Representatives of administrators, teachers, and educational specialists on the professional education committee shall be selected by their respective members. [2][10]

The ~~d~~**D**istrict shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years **or** as required by law and regulations. The professional education plan shall be designed to meet the educational needs of the ~~d~~**D**istrict and its certificated administrative and professional employees; specify approved courses, programs, activities, and learning experiences; and identify approved providers. ~~Prior to approval by the SRC and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.~~[2][7][8][10]

The SRC **District** shall ~~ensure an annual~~ annually review the district's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the ~~d~~**D**istrict, employees, students, and community. The professional education committee **District** may ~~recommend~~ **make** amendments to the plan, subject to approval by the **Board** SRC and the Department of Education. [2]

The SRC **Board** may approve, on a case-by-case basis, specific professional **learning** activities not stated within the ~~d~~**D**istrict's professional education plan. [3]

If the ~~d~~**D**istrict ~~is assuming~~ **pays** all costs of credits or hours, the SRC **Board** may disapprove any course, program, activity, or learning experience that is inconsistent with the goals of the professional education plan. [3]

Other Professional Learning Activities

The District shall develop administrative procedures regarding professional learning.

~~There shall be no loss of salary for absences due to attendance at official school district meetings.~~

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~~Professional employees may, on the recommendation of the building principal and approval of the Assistant Superintendent, be excused without loss of salary to attend the sessions of an appropriate educational program provided not more than one (1) employee is excused from a school at one time and that the benefits accruing to this person shall be capitalized upon by the school group of which s/he is a member.~~

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~~The building principal shall be responsible for the selection of appropriate employees whose attendance at the educational program will result in maximum value to the school. Such attendance may be approved only where the program has specific relation to problems which are under consideration by the school staff or by a group within the staff. If representation is in excess of that provided, the matter shall be decided by the Superintendent or designee. If a building principal decides that representation in excess of one employee will benefit the school community, the Superintendent or designee may authorize more than one school employee to attend an educational program.~~

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~~Educational Conventions—~~

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~~Approval to attend educational conventions may be granted either without loss of salary or with complete loss of salary, depending upon the nature of the convention and the relationship of the employee to it.~~

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~~Professional employees should not make commitments to appear on programs without first obtaining assurance from the Superintendent or designee that a leave of absence for that purpose will be granted.~~

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~~Observations—~~

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~~The Superintendent, may grant a leave of absence for the purpose of observation without loss of salary to teachers under the following conditions:-~~

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- ~~1. The approval of the building principal of the school involved and Assistant Superintendent have been obtained.~~

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~~Observation in, other district schools, or in the employee's school may be permitted for two (2) days each school year.~~

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~~Observation in schools outside the district may be permitted for two (2) days each school year. Such visits shall be restricted to schools where the opportunity to gain professional help exists to an acceptable degree. Requests should not be made for days immediately preceding or following a school holiday.~~

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~~Observations in business and industrial concerns may be substituted for observation in schools.~~

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~~If the observation is outside the school district, a written report of the observation shall be sent through to the building principal and Assistant Superintendent within two (2) weeks following the visit.~~

Legal References:

1. 24 P.S. § 5-517
 2. 24 P.S. § 12-1205.1
 3. 24 P.S. § 12-1205.2
 4. 24 P.S. § 12-1217
 5. 24 P.S. § 11-1144
 6. 24 P.S. § 11-1151
 7. 22 Pa. Code § 49.16
 8. 22 Pa. Code § 4.13
- ~~8—Pol. 100—Comprehensive Planning~~
1. 24 P.S. § 12-1205.5
 2. 22 Pa. Code § 49.17

Administrative Procedures: