

Rockport Public Schools

**PROFESSIONAL
DEVELOPMENT
FACULTY MANUAL**



2006-2010

Rockport, Massachusetts

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Rockport Public Schools

Professional Development Committee

Dr. Rosemary DiTullio, Superintendent of Schools

Dr. Charles G. Symonds, Middle School/High School Principal

Manuel DeCruz, Director of Special Education

Elizabeth Cronin, Elementary School Principal

Timothy Kane, Information Technology Specialist

Marsha Ferrante, Special Ed. Specialist, Middle/High School

Paula Schram, Teacher, High School

Simon Paddock, Teacher, Elementary School

Kathleen Sabel, Paraeducator, High School

[Kari Percival, Teacher, Middle School, 2005- 2006]

Rockport Professional Development Committee

Dear Colleague:

The Professional Development Plan for the 2006-2010 includes the following information.

Education Reform Act
System and School Goals
In-service Program Information
Recertification Information

Remember that it is your responsibility to keep a record of your recertification work. In order to assist you, we have included several forms for your consideration (see appendices) Please feel free to duplicate and use any of the enclosed forms. These forms are intended only as a guideline. These are not the only forms that you can use. If you have other forms that you feel are more appropriate, use them.

In order to be recertified you need to have an individual professional development plan. You must then accumulate PDP's to complete your plan. We hope that this manual will facilitate this process.

The Professional Development Committee

**Please note that new recertification regulations have been adopted by the D.O.E.
Information is currently available on the D.O.E. web site:
(<http://www.doe.mass.edu/recert>)**

Rockport Public Schools Professional Development Program

MISSION STATEMENT

The mission of the professional development program is to encourage and assist both teachers and paraeducators in their efforts to increase, enhance, and improve their teaching skills and to broaden their knowledge of scientifically based teaching practices and programs. It is critical that educators remain current with new and emerging research in their field and continue to broaden their professional repertoires as reflective and continuous learners.

ROCKPORT PUBLIC SCHOOLS

Statement of Values

The Rockport School Community includes parents, students, teachers, support staff, volunteers and all who share a commitment of excellence in public education. It is the mission of the Rockport Public Schools to uphold the following values and to continually expand and refine the means to achieve them:

We value the pursuit of knowledge.

- We meet learners at their own levels.
- We challenge learners to reach their individual potentials.
- We provide worthy role models and positive reinforcement.
- We encourage development of self-awareness, good decision-making and problem solving skills.
- We support self-motivation, self-discipline and risk-taking.
- We develop responsible use of freedom.

We value lifelong learning.

- We encourage learning and teaching as mutual processes.
- We work cooperatively, competitively and independently.
- We are involved in the life of the school and broader communities.

We value a safe and nurturing environment.

- The buildings and grounds are clean and in good repair.
- People extend themselves to support each other.
- Needs are addressed on a case-by-case basis.
- Individual differences are respected and initiatives are welcomed.

We value accomplishment.

- We are committed to completing tasks.
- We display student work.
- We recognize the achievements of school community members.

ROCKPORT PUBLIC SCHOOLS

SYSTEMWIDE GOALS

2006-2007

For the 2006 –2007 school year, the Rockport Public Schools will continue to review and revise the goals established for the school system in the areas of Curriculum, Technology, Appreciation of Differences, Societal Changes, Communication Skills, Community Service, and Community Participation. We will continue the work from last year’s goals in the areas of long range planning, communications, and student achievement. The major goal areas for the 2006-2007 school year are listed below.

- Safety:** Complete the review and revision of the Emergency Protocol Handbook and disseminate information to students, staff, parents and community as appropriate
- Curriculum:** Continue the K-12 literacy initiative; continue to concentrate on the MCAS content areas
- Health:** Implement the new Wellness Policy in line with new federal regulations
- Communications:** Continue to improve communications with parents, staff, and the community
- Instruction:** Implement the new Professional Development Plan. Provide training for staff in the areas of English Language Learners instruction; continue the K-12 Literacy Initiative through professional development programs for staff that improve curriculum and instruction: continue to use assessment to drive instruction
- Staffing** Hire highly qualified administrators, teachers and paraprofessionals
- State Regulations:** Prepare and organize for EQA Audit and Coordinated Program review mid-cycle review using guidelines from the Department of Education

*Updated Annually

Professional Development Goals

Rockport Public Schools will provide professional development opportunities needed to fully implement the Rockport Public Schools Statement of Values.

Professional development will:

- be rooted in scientifically based theory.
- support differentiated instruction
- provide demonstrations or models of best practices.
- include time for reflection and planning.
- allow for repeated practice and feedback.
- include time for problem solving and collaboration.

Professional Development Background

The Rockport Public Schools' Professional Development Plan will provide a series of learning opportunities that will be offered when possible to all professional educators and paraeducators in order to bring about a renewal in reflective thinking and life-long learning.

Rockport teachers/paraeducators may use this document to help them plan for their recertification. Most teachers are now required to earn one hundred and fifty (150) Professional Development Points (PDP) every five (5) years in order to satisfy the recertification requirement.

Beyond the immediate need of providing for professional development opportunities for recertification of teachers/paraprofessionals are the general principles of education reform found at the:

NATIONAL LEVEL

NCLB

STATE LEVEL

Frameworks

MCAS

Ed. Reform

LOCAL LEVEL

Rockport Public Schools Curriculum Guides

Adherence to Academic Programs

Professional Development Requirements for Paraeducators

The Elementary and Secondary Education Act (ESEA) requires that all paraeducators meet the “highly qualified” standard by June 30, 2006. The ESEA requirement only applies to paraeducators who work in Title I programs or Title I schools, however the MTA suggests that all paraeducators participate in meeting the highly qualified standard.

There are three options or pathways for meeting Paraprofessional Qualifications in Massachusetts.

- Pathway 1 = Associates degree / 48 credits
- Pathway 2 = Formal Standardized Assessment (ParaPro or WorkKeys)
- Pathway 3 = Formal Local Assessment

Paraprofessional Training Points (PTPs)

In order to meet the federal qualification requirements through Pathway 3, the paraeducator will be required to obtain 360 PTPs. Each paraeducator must earn 120 PTPs in literacy, 120 PTPs in mathematics and 120 PTPs in instruction. The system for awarding PTPs is as follows:

- A. Undergraduate Coursework – 1 credit hour = 15 PTPs
- B. Graduate Coursework – 1 credit hour = 22.5 PTPs
- C. After-school and locally sponsored training sessions - 1 instructional hour = 2 PTPs
- D. Previous relevant work experience outside of public schools (occurring prior to 1/8/02), as determined by the Superintendent – 1 month of successful employment = 10 PTPs, maximum allowable PTPs is 60
- E. Previous successful employment as a Paraeducator in a Public School (occurring prior to 1/8/02), as determined by the Superintendent – 1 month of successful employment = 10 PTPs, maximum allowable PTPs is 180

PROFESSIONAL DEVELOPMENT PROGRAM PLAN

The goal of professional development is to improve the quality of classroom instruction.

Professional development enables staff to maintain and enhance their professional skills and remain current with research.

The Rockport Public Schools seeks to foster an environment of professionalism that values excellence and promotes ongoing professional development for all staff.

To this end the Rockport Public Schools will provide appropriate professional development opportunities to increase the professional skills and knowledge base of all employees.

PROFESSIONAL GROWTH

INDIVIDUAL PROFESSIONAL GROWTH

The Rockport Public Schools will continue to support no-cost options for teachers and paraeducators in the following ways:

- Inservice education opportunities.
- Professional development days.
- Embedded professional development
- Workshops and conferences.
- Curriculum and Instruction Development Projects.
- Committee memberships (e.g. NEASC).
- Graduate courses required for vertical movement on the salary schedule.
- Supervision of student teachers.
- Mentoring of new teachers.

DEVELOPING YOUR INDIVIDUAL PROFESSIONAL PLAN

Individuals with Massachusetts's standard certificates must engage in sustained professional development that strengthens professional knowledge and skills in order to meet the state's new re-certification requirements. The Massachusetts Department of Education has designed a re-certification process that requires all educators to prepare an Individual Professional Development Plan for each five-year renewal cycle. The plan must be consistent with the educational needs of the school and/or district and enhance

The ability of the educators is required to obtain initial approval and final endorsement of their professional development plans from their supervisor.

Every individual who will be seeking re-certification will be required to have an Individual Professional Development Plan which:

- Addresses areas of re-certification
- Identifies goals which are consistent with the educational needs of the school and/or district
- Identifies professional development topics
- Receives initial approval from supervisor
- Reviews and updates plan every two years with approval from supervisor
- Receives final endorsement of plan from supervisor

RECERTIFICATION – A FIVE STEP PROCESS

I Develop Your Plan

Certification Area: Identify all certificates you currently hold and intend to recertify. Remember, for your primary certificate, you must complete 150 PDP's. A minimum of 60% must address content in the area of certification. The remaining points (up to 40%) may be earned in pedagogy activities, which address other educational issues, and topics that improve student learning. For each additional certification, 30 PDP's specific to the content area must be earned.

Educator's Goals: Remaining current in those certificates you have decided to renew should be the first goal in your individual professional development plan. Additional goals should be broad enough to allow flexibility, but specific enough to guide you during the re-certification cycle. Remember these goals must reflect school or district goals.

Consider...

- Keeping current in your discipline
- Enhancing student learning
- Improving teaching techniques
- Meeting school and district goals
- Professional Development Activities: Activities must relate to the goals

II Implement Your Plan

Take the necessary action to begin to follow your plan.

You may decide it is in your best professional interest to register for a university course, to join an existing school-based study group, to develop and teach an in-service workshop for colleagues, or any of the other options listed in this guide.

On-line self-guided training is available at: <http://www.doe.mass.edu/recert/>

III Update Your Portfolio

You are responsible for maintaining proof of PDP's earned.

Keep documentation of attendance at workshops, copies of course grades received and all other pertinent data. (Remember there must be a minimum of 10 hours per topic and a product pre/post test assessment and include a follow-up component). The Record segment of this Working Portfolio section provides space and logs for this purpose.

Save everything! It's better to have saved more than you need than to find something missing when the deadline nears.

IV Submit Your Application(s) for Re-certification

Be sure to save your documentation. You will more than likely wish to preserve this record of your professional growth, but Regulation 603CMR 44.06(2) also requires that you maintain your log for five years from your re-certification date.

Renewing your certificate on-line is an option.

V Receive Your Certification

Once the Department of Education has had a chance to review your application, you will be sent a five-year certification in each area for which you properly applied for re-certification.

A copy of this certification should be added to your portfolio.

Submit a copy of this certificate to the Central Office for inclusion in your personnel file.

ANNUAL PROCESS OF IDENTIFYING GOALS AND OBJECTIVES

By July: Review goals, objectives, initiatives

By October 1st: Discussion and selection of goals and objectives for the school year or multi-year timeline.

Review / Discussion / Selection

Departments / Subject Area Teachers / Support Staff / Students
School Organizations
Administrative Team
School Councils / Parents
School Committee / Superintendent

Long-Range Planning - Some objectives may require a multi-year timeline and budget to fully achieve.

Model for communicating and monitoring the progress of goals and objectives.

Goal:

Objective:

Strategy to accomplish the objective.

Person(s) responsible

Resources needed

Timeline

Evaluation

Rockport Public Schools

**HOURLY ACTIVITY RECORD FOR PRE-APPROVED
CURRICULUM/INSTRUCTIONAL PROJECT OR
ACTIVITY**

**Teacher's
Name** _____

Record below time spent in your pre-approved professional development activity. Please be specific, noting the activity engaged in, the exact date(s), the time of day and the number of hours spent on each date recorded. A minimum of 10 hours in a topic and a product is required for PDP's.

Activity	Dates	Time	Hours	PDPs

Teacher's Signature: _____ Total PDP's _____
.....

FOR PRINCIPAL'S USE

_____ Hours have been granted for _____ times listed above.

Principal's Signature

Date

Rockport Public Schools
INSERVICE COURSE / STUDY GROUP PROPOSAL

Workshop Coordinator: _____

Title of Course / Workshop: _____

Target Audience: _____

Workshop Presenter(s): _____

Number of Sessions: Length of Each Session: _____

Total Hours: Date(s): Start/Stop Times: _____

Location requested: _____

Maximum Enrollment: _____ Minimum Enrollment: _____

PRODUCT DESCRIPTION: Please attach the following information to this page:

- a) intended learning outcomes for participants,
- b) presenter(s),
- c) topic and/or activity for each session,
- d) assignments,
- e) explanation of how the course enhances teacher skills, student learning and Rockport's Core Values.

Approved:

Superintendent

Date

Principal

Date

**Rockport Public Schools
PROPOSAL FOR PEER COACHING**

Names of Partners: _____

Goals for observing / coaching: _____

Questions (if any): _____

Brief description of when pre and post discussion will occur: _____

Prior participation in peer coaching / mentoring: (Note: experience, training, workshops, etc.)

Curriculum Coordinator/Principal Date

Superintendent of Schools Date

Hours awarded to each participant: _____
(Max 15 PDP's per year for recertification purposes)

THE EDUCATION REFORM ACT OF 1993 A Mandate for Professional Development

THE MASSACHUSETTS EDUCATION REFORM ACT OF 1993

The Education Reform Act establishes that it is a paramount goal of the Commonwealth to provide quality public education for all children so they may realize their full potential and become happy, productive citizens. The goal of professional development under this act is enhanced student learning. Several aspects of the law support the goal. School districts are required to articulate educational improvement goals. Each school within a district is called upon to convene a school governance council and to establish its own improvement goals. Each educator is urged to engage in quality professional development.

The Massachusetts Department of Education defines quality professional development as one, which provides a time for learning a reflection. These opportunities for both growth and change should:

- Integrate the common core of learning and the curriculum frameworks
- Utilize research
- Involve staff in the plan's design, implementation and evaluation
- Apply technologies
- Employ a variety of models
- Permit peers to learn from one another
- Enhance experimentation
- Encourage experimentation
- Include learning/assessment strategies
- Have high student expectations and respond to diverse learners
- Involve families and the community
- Provide leadership training for administrators
- Have as their ultimate purpose the improvement of student learning

**PROFESSIONAL DEVELOPMENT GOALS FOR
 RECERTIFICATION
 ROCKPORT PUBLIC SCHOOLS
 Rockport, MA**

Name: First	Last	Middle	Renewal Year
Home Address	City	State	Zip Code
Primary Area		Certificate Number	
District	School	Grade Level (s)	Subject(s)
<p>Professional Development Points Required for Renewal of Primary Area 150</p> <p>Total number of PDP's required in content <input style="width: 50px; height: 20px;" type="text"/></p> <p>My professional growth goals (please number):</p> <p>My professional growth goals are consistent with the following district and/or school goals:</p>			
Teacher		Supervisor	
Date		Date	

ROCKPORT PUBLIC SCHOOLS
WORKSHOP EVALUATION FORM

Course Title: _____

Instructor: _____

Date: _____

Administrator: _____

Teacher: _____

Other: _____

In District: _____

Out of District: _____

Strongly
Agree

Somewhat
Agree

Neither
Agree/
Disagree

Somewhat
Disagree

Strongly
Disagree

The course/workshop was informative					
The instructor was interesting, enthusiastic and motivating.					
The instructor was easily understood.					
Sufficient materials were available.					
The knowledge gained from this course will be useful.					

Strengths of this course/workshop	Recommendations for Improvement
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Additional comments

REFERENCE & RESOURCE DOCUMENTS

1. Agreement between the Rockport School Committee and the Rockport Teachers Association
2. MTA Individual Professional Development Plan
3. Guidelines for Professional Development Providers, February 2000
4. Recertification Guidelines for Massachusetts Educators, January 2000
5. Rockport Public Schools Professional Development Faculty Manual, 2000-2005
6. Wakefield Public School Professional Development Handbook
7. ESFA Act
8. www.doe.mass.edu/recert
9. rockport.k12.ma.us/PD

Appendix

ROCKPORT PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT ACTIVITIES 2006-2007

October 6, 2006 Elementary	Full Day Professional Development All: Technology information Teachers: Develop Science Curriculum Map for 06-07 science units SPED Teachers: reading workshop Specialist Teachers: work on curriculum guides
Middle & High	Reading in the Content Areas (General and break-out sessions)
October 30, 2006 Elementary	Guided reading with Kathy Heap (embedded p.d.)
November 15, 2006 Elementary	Early release Day Teachers: parent conferences Paraprofessionals: Math Assessments (R. Rash)
Middle & High	Teachers: Continuation of Departmental Assessment Development Paraprofessionals: Technology Skills (T. Kane)
November 29, 2006 Elementary	Early release Day Teachers: parent conferences Paraprofessionals: Guided reading Model (S. Twombly/ M.S. Santos)
	Middle & High Teachers: Reading in the Content Areas Paraprofessionals: Visualizing and verbalizing workshop (S. Geoffrey)
December 5, 2006 Elementary	Guided reading with Kathy Heap (embedded p.d.)
January 30, 2007 Elementary	Early release Day Teachers and Paraprofessionals: Morning: Guided reading with Kathy Heap (embedded p.d.) ; Afternoon: Guided reading and Peace Builders Paraprofessionals: Vermont Exemplars
Middle & High	Teachers: Continuation of Departmental Assessment Development Paraprofessionals: Reading Strategies (M. Decruz)

**ROCKPORT PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT ACTIVITIES
2006-2007**

March 1, 2007

Elementary Guided reading with Kathy Heap (embedded p.d.)

March 14, 2007

Elementary **Early Release Day**
Teachers: Initial class lists for 2007-2008
Paraprofessionals: Behavior Management (C. Grinnell/M Decruz)

Middle & High

Teachers: Reading in the Content Areas /Assessment Con't
Paraprofessionals: Behavior Management (C. Grinnell/M Decruz)

May 1, 2007

Elementary Guided reading with Kathy Heap (embedded p.d.)

May 11, 2007

Elementary **Early Release Day**
Teachers: Cross Grades
Paraprofessionals: Behavior Management (C. Grinnell/M Decruz)

Middle & High

Teachers: Thinking Skills (reading in the content areas)
Paraprofessionals: Behavior Management (C. Grinnell/M Decruz)

Additional

- **Elementary Math Development Course 2006-2007 school year**
- **English Language Learning Training TBA (Spring, 2007)**
- **Mentor Training Course (June18, 20,21,22,25, 2007)**
- **Reading Comprehension (Secondary Reading Grant, June 19, 2007)**
- **MELA-O Training (Spring, 2007)**
- **Emergency Protocol Training NIMS training: May 8, 2007**
- **Technology Training TBA**

Professional Development
Rockport Elementary School
1999 - 2007

Assessing Core Concepts – K-4 Mathematical Assessment with Kathy
Richardson
July 7-9, 1999 – 1 Credit or 18 PDP's

Developing Young Writers: Strategies for Writer's Workshop
October 18-21, 1999 and March 20-21, 2000 – 10 PDP's – Martha Horn

The Great Body Shop
June 21, 2000 – 4 PDP's

Conflict Resolution
June 14, 2000 – 6 PDP's

Conflict Resolution Workshop
Fall 2000 – 10 PDP's – Rachael Poliner

Balanced Literacy-Running Records
August 2001 – 2 Credits -18 PDP's - Marie Jordan Whitney & Charlotte Janis

Literacy Training
September 2001 - June 2002 - 24 PDP's

Conflict Resolution
October 10, 2001 - 6 PDP's - Carlos Hoyt

Math Investigations
October 11, 2002 - 6 PDP's - Beth Walima

PIP's Awareness
September 2002 - June 2003 - 4 PDP's Patti Dineen

Asperger's Training
March 12, 2003 - 2 PDP's

Curriculum Development
April 2, 2003 - 2 PDP's

Crisis Protocol
May 7, 2003 - 2 PDP's – Carlos Hoyt

Investigations Mathematics Implementation
January 21, 2003 - 3 PDP's

Running Record Review
January 21, 2003 - 3 PDP's - Literacy Committee

Phonemic Awareness and Web Design
January 21, 2003 - 3 PDP's

Conflict Resolution/Restraint Training
September 24, 2003 - 2 PDP's

Language Arts/Web Design
October 22, 2003 - 2 PDP's

Reading Institute
August 4 & 5, 2004 – 14 Hours

Foundations
August 23 & 24, 2004 – 6 Hours

Dibels
June/August 2004 – 12 Hours

Civil Rights
September 22, 2004 - 2 Hours

Social Studies through Literature
October 20, 2004 – 2 Hours

Guiding Children's Reading
November 5, 2004 - 2 Hours

Peacebuilders
February 2, 2005 – 2 Hours

Foundations
March 9, 2005 – 2 Hours

Foundations & Great Books
Summer 2005

Dibels and Reading – Chris Parker – Ideal Consulting
October 10, 2005 – 6 Hours

Dibels
February 1, 2006 – 2 Hours

Science
October 6, 2006 – Full Day

Guided Reading – Kathie Heap
October 30, 2006 – 2 Hours

Parent Conferences – Teachers
Math Assessments – Rose Rash – Paraprofessionals
November 15, 2006 – ½ Day

Parent Conferences – Teachers
Guided Reading Model – Stacey Twombly - Paraprofessionals
November 29, 2006 – ½ day

Guided Reading – Kathie Heap
December 5, 2006 – 2 Hours

Guided Reading – Kathie Heap
Math Exemplars – Paraprofessionals – Beth Walima
January 30, 2007 – ½ day

Guided Reading – Kathie Heap
March 1, 2007 – 2 Hours

Initial Class Lists for 2007-2008 – Teachers
Behavior Management – Paraprofessionals
March 14, 2007 – ½ day

Guided Reading – Kathie Heap
May 1, 2007 –

Cross Grading – Teachers
Behavior Management – Paraprofessionals
May 11, 2007 – ½ day

Math
Professional Development
Beth Walima
September 20 – April 26, 2007

The dates for the math course are as follows:

September 20 & 27, 2006
October 12 & 26, 2006
November 2, 9 & 26, 2006
December 14, 2006
January 4, 11 & 25, 2007
February 1 & 15, 2007
March 1, 8 & 22, 2007
April 5 & 26, 2007