



Richardson Independent School District

# **Paraprofessional Staff Development**

June 8, 2009 - April 1, 2010



**To:** RISD Paraprofessionals  
**From:** Vicki McIntosh  
Professional Development Director  
**Date:** May 15, 2009  
**Subject:** Professional Development 2009-2010

As we plan for professional development for the 2009-2010 school year it is critical for you to understand the district's philosophy about professional development and the key changes that need to be made to support that philosophy.

*“The Richardson Independent School District believes that comprehensive, on-going professional development is central to school improvement and student success. To that end, Richardson ISD staff development promotes continuous professional growth in a supportive environment by enhancing the knowledge and skills of all staff, with the expectation that doing so will also raise the levels of student performance. High quality professional development in RISD will be research-based, be data driven, provide follow-up, be flexible to meet learners’ needs, and be continuously evaluated for its effectiveness.”*

To accomplish this district philosophy some key changes will need to be implemented as we work toward greater success for all students.

- All RISD paraprofessionals will complete a minimum of 12 hours districtwide non-duty staff development credit and any other professional development necessary to improve student achievement.
- Professional development will be ongoing to meet the needs of all students; therefore, more professional development offerings will occur throughout the school year rather than the summer.
- Every effort will be made to create more opportunities for job-embedded professional development (during the work day) and follow-up to support the new learning.
- Evaluations will reflect the actual implementation of new learning.
- During the year, professional development will be planned based on student benchmark data needs.
- Implementation of the district professional development initiatives will be evaluated yearly.

Specifics for the 2009-2010 school year:

- You will register for summer sessions in May (sessions scheduled June – September). Registration begins May 18. Registration for Fall/Spring sessions begins in October. Administrators, teachers, and paraprofessionals will complete a minimum of 12 hours districtwide non-duty staff development credit to earn off November 25, 2009 and March 12, 2010.
- Failure to complete the minimum 12 hour requirement will result in a reduction in your June 2010 paycheck. Courses eligible for credit are found at [ero.eschoolsolutions.com](http://ero.eschoolsolutions.com). Updated sessions are published by email, in *Tuesday Notes*. **All staff development credit must be earned by April 1, 2010.**

Please remember that the purpose of staff development is for you to implement the new knowledge and skills you have learned so that students are successful. Your feedback is always critical in designing meaningful professional development. Please let us know how we can continue to improve!

# Professional Development for 2009 – 2010

<b>**August 17</b>	<b>Site-Based Prof. Development</b>
<b>August 18</b>	<b>Convocation (a.m.) Professional Development <i>or</i> Teacher Prep.*</b>
<b>August 19</b>	<b>Professional Development <i>or</i> Teacher Prep.*</b>
<b>August 20</b>	<b>Professional Development <i>or</i> Teacher Prep.*</b>
<b>August 21</b>	<b>Professional Development <i>or</i> Teacher Prep. *</b>
<b>August 24</b>	<b>Students Report</b>
<b>October 6</b>	<b>Professional Development (All staff in attendance)</b>
<b>November 9</b>	<b>Professional Development (All staff in attendance)</b>
<b>***November 25</b>	<b>Professional Development (No staff in attendance) Staff participates in professional development on non-duty time.</b>
<b>January 15</b>	<b>Professional Development/Records Day (All staff in attendance)</b>
<b>February 12</b>	<b>Professional Development (All staff in attendance)</b>
<b>***March 12</b>	<b>Professional Development (No staff in attendance) Staff participates in professional development on non-duty time.</b>
<b>June 4</b>	<b>Records Day All staff completes records and end-of-year activities.</b>

\*To Be Determined

\*\*Will count for 6 hours toward the non-duty professional development requirement

\*\*\*Exchange Days = 12 hours total

**Credit must be earned by April 1, 2010. Failure to complete the minimum 12-hour non-duty requirement will result in a reduction in the June 2010 paycheck.**

## **ERO FAST FACTS**

- \* Register for all RISD sessions at **ero.eschoolsolutions.com**.
- \* Walk-ins to a session must register in ERO within two days of the session end date.
- \* The **Organization ID** for login to ERO is **75081**.
- \* Call the RISD Help Desk if you forget your USER ID or PIN.
- \* Credit is added to ERO within 7-10 days of the session end date.
- \* To monitor your credit, use the “My Transcript” tab on ERO. It is important to check your credit throughout the year. Your Specialist-on-Site will communicate specific Professional Development audit dates.
- \* Date range is extremely important when checking Transcripts. Make sure that you start the date range with 06/06/2009.

## **Support Phone Numbers**

**USER IDs, PINs, server and network problems:  
RISD Help Desk, 469-593-4357**

**Professional Development Credit:  
Barrie Austin, 469-593-0750**