



Richardson Independent School District

Administrator Staff Development

June 8, 2009 – April 1, 2010



To: RISD Administrators
From: Patti Kieker – Deputy Superintendent
Vicki McIntosh – Professional Development Director
Date: May 15, 2009
Subject: Professional Development 2009-2010

As professional development is offered 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.

- As exempt employees, all administrators will complete a minimum of 12 hours districtwide non-duty professional development credit, a minimum of 12 hours duty time professional development, and any other professional development necessary to improve student achievement and/or do your job more effectively.
- Professional development will be ongoing, 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.
- Administrator's evaluations will reflect the actual implementation of the new learning on the job.
- During the year, professional development will be planned based on data needs.
- Technology tools will be embedded in offerings to model “how” to use these tools.
- Implementation of the district professional development initiatives will be evaluated yearly.

Specifics for the 2009-2010 school year:

- Due to the wide variances in job assignments and the need to offer job specific knowledge and skills, RISD administrators are allowed to obtain new learning through a myriad of resources.
- Administrators' sessions will be offered June 8, 2009 - March 31, 2010 by RISD, Region 10, state and national conferences and other entities. Sessions will be communicated via email and/or Tuesday Notes.
- Technology sessions will be offered for both duty and non-duty credit.

- The only exception to the required minimum 12 hours of districtwide non-duty professional development credit and 12 hours of duty time professional development credit will be those administrators on a 261-day contract. The 261-day administrators will have no specific professional development requirement but will acquire their professional development via their supervisor and specialized training as needed.
- All professional development credit must be earned by April 1, 2010. Failure to complete the minimum 12 hours districtwide non-duty professional development credit requirement will result in a reduction in your June 2010 paycheck.

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

Professional Development 2009 – 2010

**August 17	Professional Development Day (Elementary only)
August 18	Convocation (a.m.) Professional Development p.m. (Elementary) Site-Based Professional Development p.m. (Secondary)
August 19	Professional Development (Elementary) Districtwide Professional Development (Secondary)
August 20	Professional Development (Elementary) Site-Based Prof. Development (Secondary)
August 21	Teacher Preparation
October 6 (All staff in attendance)	Professional Development (Elementary) Site-Based Professional Development (Secondary)
November 9 (All staff in attendance)	Professional Development (Elementary) Districtwide Professional Development (Secondary)
*November 25	Professional Development (No staff in attendance on that day). Staff participates in professional development on non-duty time.
January 15 (All staff in attendance)	Professional Development/Records Day
February 12 (All staff in attendance)	Professional Development (Elementary) Districtwide Professional Development (Secondary)
*March 12	Professional Development (No staff in attendance) Staff participates in professional development on non-duty time.
June 4	Records Day All staff completes records and end-of-year activities.

*Exchange Days = 12 hours total

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

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.

Administrator Professional Development Requirements for 2009-2010

- **A minimum of 12 hours of districtwide non-duty professional development**
- **A minimum of 12 hours of districtwide duty time professional development**

These professional learning hours can be acquired through a variety of models/structures/offerings:

- Region 10 workshops
- Principal professional development sessions/meetings
- Instructional Focus meetings (secondary)
- Regional, state and national conferences
- District offerings
- Book studies
- Professional Learning Communities
- Specialized training through professional organizations for job specific skills
- On-line courses
- Independent studies with approval from supervisor and the Professional Development Department

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**

ADMINISTRATOR PROFESSIONAL DEVELOPMENT CREDIT FORM

Please complete this form to receive administrator professional development credit. You may copy this form as needed.

Name _____

USER ID (also known as Employee # or Oracle #) _____

School/Office _____

Name of Course /Conference/District Committee

Duty (during regular working hours) _____

Non-Duty (after regular working hours) _____

of hours _____

(6 hours maximum per day)

Day(s) and Dates(s) _____

Comments _____

**Please send completed form to:
Vicki McIntosh, PDC-A**