

Staff Development Dates and Guidelines for Teachers/Administrators 2010-2011

- **Administrative Leadership Conference Day 1– August 3, 8:00-12:00 Academy Auditorium**
- **Administrators’ Leadership Conference Day 2 – August 4, 8:00-4:00 Academy Conference Center**
- **Administrative Workshop - August 11, Administration Building**
- **Teachers with zero experience will report to MacArthur for training – August 13, 8:00-12:30**
- **New Teacher Orientation – August 13-17, MacArthur (District Exchange Credit Given for August 16-17)**
- **Laptop Technology Training- August 13, 1:00-4:00 PM, All teachers new to Irving on home campus**
- **Chamber Luncheon – August 17, MacArthur, 11:30-1:00; principals will sit with new teachers at their school table**
- **Teacher Work Day – August 20; January 18; June 3 (no exchange for these days)**
- **District CIC Training – TBA**
- **District Exchange Make-Up Days – Elementary October 9, 16; Secondary October 23,30**
- **District/Campus SD and Exchange Days**
 1. **Two district days will be exchanged for November 22-23**
 - It is intended that teachers have every opportunity to earn enough staff development credit PRIOR to the above dates to exchange for time off in November.
 - Elementary district days, **August 10-13** for ELA/Science focus.
 - Secondary district days **August 9-12**
 - Specialized workshops in or out of district with prior approval of division director of staff development. (**PE, Athletic Trainers, ROTC, Health, Deaf Ed, CTE, Counselors, Nurses, Diagnosticians, Speech Language Pathologists, Librarians, ITS, Speech Communications, LIFE teachers, etc.**)
 - Failure to complete the required 12 district credits by **November 1** will result in employees coming to the administration building for training on

November 22-23. **Registration will be required by November 17.** Failure to complete the 12 credits will result in a corresponding loss of wages.

2. Campus staff development

- **2 Campus Exchange days for October 11 and February 21**...sign-in sheets should be sent to the staff development office for back up in CourseWhere which is the official record for determining exchange credit; **failure to complete this time will result in employees having staff development on campus on October 11 and February 21 or a loss of wages.** This campus exchange day is determined by the campus administration and CIC.
- **January 18 ...no exchange**

3. Distributed Learning –18 credits to complete 187 contracted days

- **Due to the number of credits needed this year, 9 Distributed learning credits may** be earned at the campus or district level prior to the first day of school; at least 3 of these are district mandated. 6 other credits will be offered from the district and campus level.
- **After August 23, distributed learning can only count for credit before school hours or after school hours, but never during the school day.**
- **These 18 credits** can be accrued through campus or district trainings depending on what the adult chooses. **Completion date** for the 18 credits will be **May 31**; credits not earned will result in a loss of wages (1 credit = 1 hour and 20 minutes of pay)
- Distributed credit for fine arts, PE, and health will be approved through the district director or coordinator.
- **Pre-Approved for Distributed Learning before August 23:**
 1. Literacy and Numeracy
 2. Technology Conference (Only those classes marked with DL credit type)
 3. GT Update (**Update ONLY, GT 30 Clock Hours Institute is NOT approved for district exchange or distributed credits**)
 4. Bilingual Institute
 5. Special Education Institute
 6. Sally Ride Academy
 7. Notebooking
 8. Yes, We Can (board initiative for secondary)
 9. Running Records (ARI)
 10. Tier 2 Math Interventions
 11. MTA/Esperanza
 12. ELPS Integration
 13. Coaches Clinics (see teacher catalogue)
 14. Conferences for specialized groups (see teacher catalogue)

- Pre-Approved for Distributed Learning after August 23
 1. Balanced Literacy
 2. Literacy and Numeracy
 3. Diversity
 4. Data-Driven PLCs
 5. Thinking Maps
 6. ARISE (monitoring only)
 7. Additional subject area trainings
 8. ELPS Integrated into lesson planning
 9. NTL Sponsored trainings
 10. PD 360 on-line classes
 11. Technology
- **Approval needed from Division Director for Staff Development**
 1. New teacher training
 2. Book studies; must have a plan besides reading a book
 3. Conferences; specialized groups
 4. Out of district training
 5. Other Online Workshops for extenuating circumstances

After hours workshops 1 hour = 1 credit