

#### 4. PROFESSIONAL DEVELOPMENT

Additional Resource:

- DoDEA Regulation 5000.9, "Educator Licensure Program," June 25, 2003, as amended

##### a. Staff Development

(1) Job-embedded professional development promotes better retention and transference to the work environment. The DoDEA Community Strategic Plan (CSP) and School Improvement Plans provide the framework for school-wide professional development training. Effective professional development improves the learning environment for students. Professional development should be seen as a part of a teacher's professional responsibilities.

(2) The school administrator, in coordination with the district superintendent, is responsible for the identification of local professional development needs, for the support of those needs (utilizing locally available resources), and for requesting above-school-level support if resources are not available locally. Principals should send requests for school level training to the district superintendent. If the district superintendent determines that the training either requires the use of a district or Area Instructional System Specialist, the district superintendent will forward the request through the area superintendent to HQ for information and/or approval. Such request should be timely to allow sufficient dialogue and discussion at all levels.

(3) Release time for professional development conferences or workshops must have the approval of the district superintendent. The purpose, amount of time, dates, and number of personnel involved should be included in the requests. The principal should consult with the appropriate union officials when planning school-wide professional development.

(4) It is important to consider the value of school complex coordination to plan and execute in-service activities both for financial reasons and for community impact.

(a) As often as possible, the principal should use joint planning times, the instructional related planning time, faculty meetings, and before and after school time to work with teachers in supporting their professional development needs.

(b) When appropriate, schools within a complex should combine professional development to maximize use of personnel and to minimize costs.

(c) When professional development requires student release time, community acceptance of the release time can often be ensured by advance information, an invitation to participate, and feedback of relevant information.

(d) Needs assessments, goals of the school improvement plan, and HQ-directed activities are indicators of professional development responsibilities and requirements.

(e) School administrators are to work closely with the district superintendent's office to ascertain if all identified needs are being met adequately by proposed professional development opportunities.

b. Staff Assistance

(1) Members of DoDEA headquarters staff, the area superintendent's staff, and the district superintendent's staff will conduct periodic visits to schools. Visits may be made as a result of a request from the school, in conjunction with a curriculum or instructional focus, or as other fact-finding missions. Groups or individuals conducting extended school visits will share their observations and recommendations with the local school administrator prior to their departure. When appropriate, written reports will be forwarded to the principal following the school visit. School administrators should be notified prior to staff visits.

(2) The local principals may be requested to arrange courtesy calls to the installation commander and other key community leaders.

c. Professional Organizations. Each professional staff member should be encouraged to join and support professional organizations. Through these professional organizations, teachers not only remain abreast of information pertinent to their major fields of concentration, but they also can stay current with educational trends in general.

d. Attendance at Professional Meetings and Conferences. Requests to attend professional meetings should be forwarded to the district superintendent and, where applicable, the Area superintendent.

e. Professional Development Days

(1) The policy on the use of teacher professional development days is based upon the need to continually strengthen the instructional programs for DoDEA students as outlined in the CSP and DoDEA initiatives, and to focus on raising student achievement.

(2) Professional development days are allocated in the following manner:

(a) A school submits its request for PD days to its district superintendent. If approved by the district superintendent, the request is submitted to the Area superintendent. If the Area superintendent approves the request, it is submitted to the Chief of Curriculum at DoDEA Headquarters for approval. All requests must be prioritized at each level.

(b) Major priority categories are:

1. HQ Directed Activities and Priorities.
2. Local School Improvement needs.
3. AdvancED Quality Assurance Review Visits.

4. MOU Directed trainings.
5. Special Education.
6. Student Activities (separate category).
7. Early Return, Late Leave (by priority).

(3) Professional development days are to be used by professional educators when attending professional development on regularly scheduled duty days. This includes, when applicable, summer training.

f. Recertification for DoDEA Educators

(1) DoDEA educators must be recertified every 6 years. There are three basic requirements for recertification:

(a) Six semester hours of undergraduate or graduate credit course work at an accredited institution must be completed after the date listed on the current certificate.

(b) Three of the 6 semester hours may be earned in subject areas that will qualify the educator for another position category within DoDEA.

(c) Up to 3 semester hours of course work taken during the final four months of a renewal cycle that are not needed for that cycle may be carried over to the next renewal cycle. Hours in a single course may not be split between two renewal cycles.

(2) DoDEA educators must apply for recertification at least 12 months prior to the expiration date of their current certificate to avoid receiving a "Projected Notice of Deficiency."

(3) Educators must follow the procedures for DoDEA Recertification:

(a) Complete the Certification/Recertification Worksheet found on the DoDEA website: <http://www.dodea.edu/offices/hr/employees/licensure/renewal.htm>. Check "B-Recertification."

(b) FAX to (703) 588-5379 a completed application and official transcript signed as "true copy" by the building administrator, or scan and send as an attachment to your HQ Licensure Analyst by e-mail.

(c) Follow with a hard copy to:

Department of Defense Education Activity (DoDEA)  
Licensure Unit  
4040 North Fairfax Drive  
Arlington, VA 22203-1634