LRSD

Professional Development Guide

2022-23
LRSD Mission
The mission of the Little Rock School District is to equip all students with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously, and face the future as productive contributing citizens. This mission is accomplished through open access to a diverse, innovative and challenging curriculum in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

LRSD Vision
Creating Excellence for Tomorrow

Professional Development Mission
The Little Rock School District will provide on-going high quality job-embedded professional development which is collaborative in nature and focused on building capacity and continuous improvement of educator and student learning.

LRSD Professional Development Vision
Professional development supports the implementation of curriculum and instructional practices identified in the LRSD District Plan of Support. Continuous improvement is an integral part of each employee’s job responsibilities and expectations.

Professional development in the Little Rock School District includes intentional learning activities for all staff members as suggested by the Learning Forward Professional Development Standards and mandated by DESE Professional Development rules which can be found Here.

LRSD Professional Development Requirements
Any certified employee with a 190-day or greater contract must complete at least 36 hours of professional development each school year between June 1 and May 31. For an employee whose 2021-2022 contract runs past June 1, these hours must be obtained after the last day of your 2021-2022 contract and prior to the start date of your 2022-2023 contract.

For the 2022-2023 school year the following hours must be obtained by all licensed employees:

- **18 hours** of professional development required pertaining to the educator’s professional growth plan (Requirements of TESS or LEADS)
- **3 hours** of Educational Technology
- **3 hours** of Social Emotional Learning
- **10 hours** of Educators’ Choice
- A minimum of **2 hours** of professional development of Parental Engagement

Professional development hours may be obtained in many ways including but not limited to the following:

- Collaborative team planning or data analysis
- Professional Book Study
- Conferences/Workshops/Institutes
- National Board for Professional Teaching Standards Certification
- Distance and online learning, including Arkansas IDEAS (18 hours max)
● State/District/School Programs
● College/University Course Work

Professional development credit will not be granted for the following activities:
● Making and putting up bulletin boards
● Clerical work associated with documents such as School Improvement Plans, AIP and IEPs
● Administrative faculty or team administrative meetings (SBIT, Leadership, LPAC, etc.)

Each year, Administrators are required to receive professional development in the following areas:
● Data Disaggregation
● Instructional Leadership
● Fiscal Management

At least once every three years, Athletic Coaches are required to complete Professional Development in the recognition and management of the following events or conditions that may be encountered by a student:
● A concussion, dehydration, or other health emergency;
● An environmental issue that threatens the health or safety of students;
  o Communicable diseases
  o Best practices for a coach to educate parents of students involved in athletics on sports safety

Educators working in Adult Education full-time must complete 36 hours of professional development annually. Those who are contracted part-time are required to complete one-half (1/2) of the required hours of professional development annually for licensure.

Expectations for LRSD Professional Development Days
District-wide professional development days are contracted days and attendance is mandatory for all certified employees. Any employee who misses any part of these days must take the appropriate leave and is responsible for obtaining the PD hours needed to meet the required 36 independently.

Summer Professional Development
The summer professional development window runs from Wednesday, June 1 until Tuesday, August 9, 2022. During this time, LRSD will provide a variety of PD offerings so teachers can choose the sessions that best meet their professional needs. FOR THE 2022-2023 SCHOOL YEAR, CERTIFIED STAFF MEMBERS ARE NOT REQUIRED TO COMPLETE 12 HOURS; HOWEVER, GROWING PROFESSIONALLY OVER THE SUMMER IS HIGHLY RECOMMENDED. Professional learning may be obtained from sessions offered by Little Rock School District, DESE, AR Ideas, Colleges/Universities, or other external agencies approved by the Arkansas Department of Education.
Employees may receive credit for external professional development by submitting an external credit request into the PD Portal. **Requests submitted after Tuesday, August 9th will not be accepted for Summer 2022 External PD credit.**

**Pre-school Professional Development**  
The Pre-school professional development window runs from Wednesday, August 10 through Friday, August 19. The schedule for pre-school professional development can be found [here](#).  

**External Professional Development Credit**  
External professional development **Must** meet at least one of the following criteria:  
- ✔ supported by the building improvement plan;  
- ✔ supported by the district plan of support;  
- ✔ supports the professional growth plan;  
- ✔ is evidence based;  
- ✔ leads to improved student achievement;  
- ✔ follows all guidelines for district, state, federal and grant funding;  
- ✔ builds capacity for the district;  
- ✔ content is directly related to employee’s job duties.  

In order to receive credit for hours obtained externally, employees must create an External PD Request in the Talent Ed Portal and attach any of the following as documentation of completion.  
- AR IDEAS Certificates (18 hours’ maximum)  
- Certificates and/or proof of attendance from external Professional Conferences/Seminars/Webinars  
- Digital Learning Platform (prior approval needed by Administrator)  
- Transcripts from Colleges/Universities  

**College Courses as Professional Development**  
Five (5) hours of credit for professional development shall be given for each one (1) hour of college credit for a graduate-level course, if the college credit:  
- ✔ Is related to and enhances the educator’s knowledge of the subject area in which the educator is currently employed and is related to the educator’s professional growth plan;  
- OR  
- ✔ Is part of the requirement for the educator to obtain additional certification in a subject matter that has been designated by the ADE as having a critical shortage of educators; or is otherwise approved by the ADE as a graduate level course eligible for professional development credit  

LRSD Educators may earn up to 15 professional development hours each year from college courses. A 3-hour college course is equivalent to 15 professional development hours.
Professional Development Norms

- All professional learning courses should be entered in the Unified Talent PD Portal with appropriate course title, session description, and continuing education hours.
- Participants must register for sessions in the Unified Talent PD Portal at least 5 days prior to the beginning of a session and sign the course attendance sheet in order to receive credit when applicable.
- Arrive to all classes on time. Participants who arrive 15 minutes after the start time of the class will not be allowed to attend the session, will not receive credit, and will have to register for the class at a different time.
- A signature (digital or physical) on the roster is the only valid proof of attendance. For out-of-district approved courses, certificates of completion must be submitted as an external credit request in the Unified Talent PD Portal.
- Participants must stay in the session until it ends or they will not receive credit for on-site or virtual sessions.
- Participants are expected to have their video turned on at all times during virtual sessions and stay engaged for the entirety of the session in order to receive credit for the session. It is recommended to utilize a virtual background to minimize distractions.
- If you are unable to attend the course, please withdraw at least three days before the course start date.
- Class update information will be sent to registered participants through the Unified Talent PD Portal. If you are not registered for a class, you will not be informed of changes to the session.
- Walk-ins will not be admitted. Participants must register for classes via the Unified Talent PD Portal to attend sessions.
- Courses with less than 10 participants may be canceled. You will receive notification by email if a course you have registered for is canceled.
- If a participant has registered for a course and does not attend, he/she will be marked absent.
- All participants should bring earbuds, fully charged laptop, and a charging cable to on-site professional learning sessions.
- All participants should adhere to district dress code during professional learning sessions both on-site and virtual.
- Children are not allowed to attend LRSD professional development sessions.
- Participants are expected to engage fully and contribute positively, professionally, and respectfully during sessions.
**Professional Development Travel Procedures**

On occasion, employees will have to travel outside of the Little Rock School District to participate in events which foster professional growth, deepen content understanding, and build district capacity. Employees will be limited to two out of state conferences which must be approved by the immediate supervisor. All employees are expected to adhere to the following guidelines:

**Transportation:**
» Mileage reimbursement will be limited to state rates when allocating mileage reimbursement for professional development
» Must receive prior authorization on Professional Leave/Expense Form

**Allowable Sources of Transportation**
- Flights
- Rental Car
- Shuttle
- Ride Share Company (Ex. Uber, Lyft)

**Luggage**
» The district will pay for one piece of luggage unless the airline offers it for free. Employees must submit the luggage receipt upon return for reimbursement.

**Lodging**
» Lodging can be paid for hotels located 50 miles or more from the district; based upon the nature of training and with supervisor approval. Requests for Lodging must be submitted on the “Professional Leave/Expense Form” and the employee is responsible for any and all incidentals. Employees must submit a hotel receipt showing $0 balance upon return.

**Meals**
» Cost of meals will be provided prior to travel according to the federal per diem rates for travel (www.gsa.gov). The per day allocation will be reduced if any meals are provided by the hotel and/or conference.

*All receipts must be attached to the “Professional Leave/Expense Form” and returned to site Supervisors within two weeks of returning from the trip. No reimbursement will be provided past this time.*

*It is the responsibility of the employee to cancel all reservations and registrations. Upon cancelation, any amounts not refunded to the district, such as but not limited to, registration, hotel, airfare, car rental, will be the traveler’s responsibility to reimburse the district*
Procedures for Professional Development Facilitators

LRSD is committed to building district capacity around pedagogical practices and best practices in education. Any educator who provides an approved professional development session may count two (2) hours professional development credit for each one (1) hour of time spent presenting the professional development content OR be compensated as outlined below.

Responsibilities of LRSD Professional Development Facilitators

- Enter Courses and Sections in the PD Portal and/or Schoology
  - Facilitators must completely enter all sections of a course in the Unified Talent PD Portal including a description, session capacity, time, location and/or virtual link, and session agenda.
  - Facilitators must always activate the LRSD PD Survey to be delivered to participants at the end of each session and review the data within 7 days.
  - Upon completion of each session, facilitators will reconcile attendance in the PD Portal within 24 hours.

In the event that participants will be offered additional compensation, the facilitator must complete and submit requested artifacts from the Additional Compensation Cover Sheet within 48 hours of the completed session to the PD Office. The cover sheet can be found HERE.

It is the responsibility of Facilitators to provide participant feedback if Schoology is utilized to house assignments and/or instructional artifacts.

Compensation for Professional Development Facilitators

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<th>Facilitator</th>
<th>PD Facilitator will be paid a rate of $35 for each hour of professional development facilitated.</th>
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<td>Facilitator is responsible for creating presentations, facilitator guides, and participant reflection logs. If the Facilitator has attended a ToT (Training of Trainer) where all planning and preparation has been provided to the Facilitator, $45 will be paid for planning and preparation of each session facilitated.</td>
<td>Session Facilitators will receive additional pay for planning and preparation based on the following: 1 hour session= $17.50 2 hour session= $35.00 3 hour session= $70.00 4 hour session= $87.50 5 hour session= $105.00 6 hour session= $122.50</td>
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Frequently Asked Questions

How do I submit an external credit request for PD sessions attended outside of the Little Rock School District?
After a professional development session has been completed, the certificate of completion would need to be uploaded into the PD Portal. Directions to upload certificates can be found Here.

What should I do if my professional development transcript is incorrect in the PD Portal?
Please contact the LRSD Professional Development Department. We will work with you to reconcile your professional development hours. 447-1055 for Ms. LaTorria Boykins and 447-1116 Dr. Ericka McCarroll.

Where can I quickly find information on professional development opportunities?
Current professional development opportunities can be found on the LRSD Professional Development Homepage by clicking Here.

Can I earn PD Credit by attending professional development offered by the Department of Secondary and Elementary Education and other state agencies?
Yes, participants must register through ESC Works. At the completion of each session, upload your certificate of completion in the Unified Talent PD portal to receive credit. The Completion Certificate must contain the following information:

1. PD Provider organization's name
2. Title of Session
3. Total hours of participation
4. Date of completion
5. The signature of the PD provider

What are professional development norms?
As representatives of LRSD, we should always exemplify professionalism when attending training whether in or outside the district. Professional development norms are the behavior expectations of staff members attending both on-site and virtual sessions.

What is the Training of Trainers (ToT) Model used in the professional development department?
To guarantee a strong base of district expertise in priority areas, staff members are selected to receive in-depth training on teaching adult learners and high yield instructional/educational content. Trained staff members disseminate the training on a needs basis throughout the district. The training of trainers’ model builds capacity and instructional expertise.
How do employees request professional development?
The Little Rock School District is committed to the professional growth of all employees. In the event that an employee has a professional development need that has not been fulfilled, a request for additional PD must be made to the employee’s immediate supervisor. Supervisors will complete the LRSD Request for Professional Development. Upon receipt of the request, the Curriculum and Instruction team will provide professional development.

I am a participant in the ArPEP Program; will my coursework be considered toward the required 36 hours of professional development?
The Little Rock School District does not recognize coursework completed in the ArPEP program or any other non-traditional licensure pathway as professional development credit. The Little Rock School District does accept RISE training that has been completed through non-traditional pathways.

Will some of my professional development hours count as salary credit?
Salary credit may only be obtained through an accredited college or university and must aligned with the educator’s daily work requirements. Salary credit can only be obtained through the LRSD Human Resources Department by presenting a college transcript.

How do I register for an LRSD professional development session?
Participants must pre-register via the Unified Talent PD Portal to attend LRSD offered professional development sessions; instructions to register can be found here. All participants are strongly encouraged to register at least 5 days in advance. Sessions with fewer than 10 participants may be canceled due to low enrollment.

How do I apply for LRSD tuition reimbursement?
Eligible certified employees may qualify for tuition reimbursement please refer to LRSD Tuition Reimbursement Program For Teachers.pdf for more information.

How will I receive credit for Act 1309 professional development hours?
Teachers receive up to 6 hours of Act 1309 professional development hours during the week of pre-school PD. Building Principals will create an ACT 1309 course each year. Certified staff members will submit agendas and artifacts to the Principal or Designee in an effort to receive PD credit.
Definitions

Arkansas IDEAS
An Internet Delivered Education for Arkansas Schools, a partnership between the DESE and Arkansas Educational Television Network (AETN) to provide through the AETN access to high-quality, on-line professional development for Arkansas licensed educators.

Educator
Any individual holding a license issued by the State Board of Education, specifically including without limitation teachers, administrators, library media specialists, and counselors.

Illness
Disorder of health of an educator or an education’s immediate family. Immediate family includes:

- Spouse
- Child
- Parent
- Relatives that live in the same household as the educator

LEADS
The Leader Excellence and Development System

Collaborative Learning Teams
A group of educators who meet regularly as a team to identify essential and valued student learning, develop common formative assessments, analyze current levels of achievement, set achievement goals, share strategies, and then create lessons to improve upon these levels.

Mentoring/Coaching
Actions of support and focused feedback designed to increase the capacity for growth of instructional skills and effectiveness of colleagues.

PLC
Professional Learning Community

Professional Development Day
Six (6) hours of professional development equals one (1) professional development day.

Professional Development Plan
Outlines the professional program of activities for a district, school, or educator that is based on student data and is aligned to the District Plan of Support, and incorporates an educator’s professional growth plan.
**Professional Growth Plan (PGP)**
An educator’s plan for professional growth that identifies professional learning outcomes to advance the educator’s professional skills that clearly link professional development activities and the educator’s individual professional learning needs identified through TESS and LEADS

**RISE**
Reading Initiative for Student Excellence

**TESS**
Teacher Excellence and Support System