

PORT JEFFERSON

PROFESSIONAL DEVELOPMENT PLAN

M. HULL, EXECUTIVE DIRECTOR OF CURRICULUM & INSTRUCTION
PRESENTED TO THE BOARD OF EDUCATION
JUNE 10, 2014

GOALS

- Broader committee representation
- Add New York State Education Department (NYSED) initiatives - Common Core implementation, DASA, Annual Professional Performance Review (APPR)
- Update recent staff development offerings
- Update district goals
- Engage in analysis of student performance to inform staff development decision making
- Add Mentoring Program information
- Add Professional Certificate requirements (175/75 Hours)
- Add Survey Tool
- Add Evaluation Tool for workshops, conferences, and courses

MENTORING PROGRAM

- Addendum to the Port Jefferson Teachers' Association CBA
- Goal - support and encourage the professional development of new teachers in a way that will promote excellence in teaching and improve student learning.
- For teachers holding an initial certificate (certified after February 1, 2004) in their first year of employment in NYS, unless they have already had a mentoring experience, have already been employed for two years, or employed for less than 40 days
- Long-term leave replacement and first year probationary teachers are assigned a mentor
- All new teachers are assigned a buddy from the PJTA, which is a separate initiative from formal mentoring
- A mentor may also be provided at the discretion of the district for a teacher changing assignments or a teacher in need of support
- A Mentor Coordinator is appointed annually, who has attended required training, meets with mentors, maintains records, etc.
- Number of teachers mentored in the last three years: 10

MENTOR TEACHERS

- Must have attended formal training
- Must be tenured, have at least 5 years of teaching experience, strong interpersonal skills, and possess master teaching abilities and content area skills
- Guide and support new teachers in an advisory capacity in all areas - planning and preparation, instruction, classroom management, communication with parents, assessment of student learning, etc.
- Provide demo lessons, engage in peer observation
- Every Mentor and new teacher maintain monthly logs - collected and reviewed by the Mentor Coordinator
- Mentor Coordinator provides Superintendent of Schools, or his designee, with updates
- Coordinator issues Certificate of Completion for each teacher after they have successfully finished the mentoring experience

SURVEY AND EVALUATION TOOLS

- Most staff development originates from mandatory NYSED initiatives
- PD Committee reviewed student performance data from the School Report Card and College Board reports to identify areas for staff development
- Surveys created and implemented using Survey Monkey online tool to find areas for additional staff development, predominantly through after school offerings
 - Identified areas of interest:
 - Faculty: Common Core Standards, Differentiation of Instruction, Character Education, Behavior Modification Techniques, additional SMARTBoard training, and Google Drives
 - Office Staff: Excel charts and graphs, Excel formulas, mail merge, and printing from Power School
- Evaluation Form created in My Learning Plan, which will be linked to all workshops, conferences, and courses and must be completed before user can mark event "completed".
 - Evaluative instrument focuses on relevance of content, level of engagement, and assessment of application of content to daily teaching/activities

QUESTIONS?

Contact:

Maureen Hull, Executive Director of
Curriculum & Instruction
631-791-4291
mhull@portjeff.k12.ny.us