

## Rutherford County Schools 2019- 2020

### General Information on Professional Development

The Tennessee State Department of Education requires that all certified teachers in Tennessee schools complete thirty hours (or five days in a 200 day contract) of in-service training each year. Rutherford County has determined that for the 2019 - 2020 school year these hours will be distributed as follows:

<b>Date</b>	<b>No. of hours</b>	<b>Person Responsible</b>
Friday August 2, 2019	6 hours	Principal
Monday August 5, 2019	6 hours	Principal
Monday January 6, 2020	6 hours	Principal
<b>Independent Hours</b>	12 hours	Individuals

**To satisfy the independent hours requirement, individuals will need to complete twelve hours of in-service outside normal school hours in accordance with their teaching assignment.**

In-service hours must be dedicated towards improving instruction in the classroom with the guidelines developed by the Tennessee State Department of Education:

<https://www.tn.gov/education/lea-operations/in-service-guidelines.html>

All PD hours must be completed and recorded by **Thursday May 14, 2020**

### **Contractual In-service Requirements**

All full-time (200 days) teachers under contract with Rutherford County Schools must complete twelve (12) hours of independent in-service to receive full pay for their 200 day contract. For payroll purposes, each **teaching position** earns 12 hours pay for the completion of independent in-service hours and in no case shall the total independent in-service hours paid to any **one position** exceed twelve hours. Teachers hired into a new or growth position are allowed the opportunity to earn the full twelve hours of pay (and credit for teaching experience) for independent activities regardless of the beginning date of their contract. Teachers who accept a full year interim position will also be allowed to earn 12 hours of in-service. In-service allocations for interim positions will be different for each situation and will need to be addressed on an individual basis. **If you are in doubt regarding your in-service requirements, please call the PD Center at 893-5812 extension 22073 or 22149 to chec**

## **Tennessee Guidelines for Approvable In-service Activities**

In-service education is defined as a program of planned activities designed to increase the competencies needed by all licensed personnel in the performance of their professional responsibilities. In this context, “competencies” are defined as the knowledge, skills, and attitudes which enable personnel to carry out their tasks with maximum effectiveness.

**The following have been designated by the Tennessee Department of Education as non-approvable Activities for In-service:**

Parent/Teacher Conferences  
Teachers working in their rooms  
Putting grades on permanent record forms  
Business meetings for professional associations  
Coaching or cheerleading clinics  
College courses for credit

- In-service credit shall not be allowed for participation in activities which are scheduled during regular teaching days or any other paid in-service days.
- Teachers may not earn in-service credit for days designated by them as sick leave, maternity leave, or personal days.
- Teachers who participate in **any** training for which they are paid will not receive in-service credit.
- A maximum of 2 presenters will receive double credit to present training for Rutherford County teachers.
- No presenter credit for planning or share session in-services.

In accordance with ADA (Americans with Disabilities Act), any disabled person requiring accommodations for participation in an in-service session should contact Nancy Grams at extension 22069 at least two working days prior to the session so that appropriate accommodations can be made.

## **Performance Matters**

You may access your PD records and register for sessions on Performance Matters. You can locate Performance Matters on the RCS website under Resources for Staff.

User name: RCS email address (smithb@rcschools.net)

Password: default password is *boro*

## **Alternative PD In-Service Request Online**

All in-services posted on Performance Matters have been approved by Rutherford County Schools. In order to receive credit for an alternative professional development not on Performance Matters, approval must be granted at least 10 days in advance.

You can locate the online alternative PD request on Performance Matters - You can locate it on the website under resources for staff. Please upload agenda or extra information as needed.

After the approved PD session, you can upload your documentation for credit.

## **Book Study**

If you would like to create a book study, you will need to complete an alternative PD request online for approval 10 days before you begin. An agenda must be uploaded with the request for approval.

The maximum credit hours that can be earned is **6 hours**. Two (2) hours of in -service credit will be given for reading the book and up to 4 hours for book discussion meetings.

- ◇ **Once the book study is complete, the individual who completed the alternative PD will send documentation of attendance to the Professional Development Center. At that time, the session will be entered into SchoolStation.**

## **2019-2020 Focus Requirements**

Within the required 12 hours on independent in-service, all **social studies** teachers must complete a two-hour session for their focus requirement.

**All Elementary and Middle School** social studies teachers are required to complete 4-hour social studies focus.

Elementary social studies textbook- 2 hours  
Elementary social studies standards – 2 hours

Middle social studies textbook – 2 hours  
Middle social studies standards – 2 hours

**All Secondary teachers** are required to complete a 2-hour focus PD in social Studies.

Secondary US history standards **OR**  
Secondary social studies textbook

All **World Language** teachers are required – 2 hours

All Intervention teachers are required 2 hours in content intervention.

All school counselors are required 2 hours in mental health.

All other teachers will complete 12 hours in content credit.

Special Education and ESL will also have focus requirements as directed by coordinator.

### **Reminders of Professional Obligations**

- ◆ If you find that you are unable to attend a session, please cancel in a timely manner. We often have teachers who want to attend required sessions that have no space available.
- ◆ Please expect no less from yourself than you would expect from your students with regard to behavior during in-service sessions. It is not acceptable to have presenters feel a need to correct the behavior of professional educators.
- ◆ Please do not plan to bring children with you to in service sessions. Even when children are well behaved, they may create a distraction for others and interfere with their learning.
- ◆ If you find it necessary to leave early or arrive late, please do not expect to receive full credit for an in-service session.

