



PROFESSIONAL DEVELOPMENT GUIDANCE DOCUMENT

Effective 2004, holders of a **Professional certificate must complete 175 hours of professional development every 5 years** in order to maintain certification. Teaching Assistants are required to complete 75 hours. As per New York State regulations, the content of courses, workshops and other professional development experiences should be directly related to:

- Enhancing teacher/teaching assistant subject matter knowledge,
- Teacher/teaching assistant knowledge, use and application of appropriate teaching techniques,
- Broadening and enhancing teacher/teaching assistant abilities to apply more accurate and appropriate assessment methodologies, and
- Enhancing teacher/teaching assistant skills in effectively managing individual students and classroom in both heterogeneous and homogeneous settings.

The professional development committee worked collaboratively in identifying categories of activities for meeting the professional development requirements in the William Floyd School District. The following is a list of approved activities for teachers (175 hours) and teaching assistants (75 hours):

As per our District's Professional Development Plan, the WFSD is also responsible for offering up to 15 hours per year of professional development for teachers certified BEFORE February 1, 2004.

APPROVED ACTIVITIES TO BE TRACKED ON MY LEARNING PLAN

- New Teacher Institute
- Working with Mentor teachers
- Graduate courses
- In-service Workshops
- Superintendent's Conference Day
- Department meetings
- Grade level meetings
- Faculty meetings
- Literacy trainings
- Envisions training
- Multisensory Reading meetings/trainings
- Alternative Assessment trainings
- New York State assessment training
- Mentor trainings
- ELA/Math Common Core Trainings
- RTI
- data drive inquiry
- Teaching standards

- APPR trainings
- Meeting Student learners needs

For individuals who do not fall under the new regulations requiring 175 hours of professional development, you are encouraged to use My Learning Plan to track your professional development hours as well. With the new APPR regulations it is likely at some point you will need to have documentation of your hours.

Also as a reminder, if you are taking in service courses out of your tenure area, once approved, these will only count for PD hours.