

**PROFESSIONAL DEVELOPMENT  
GUIDELINES AND RECORDS  
JEFFERSON COUNTY SCHOOLS  
2011-2012**

Name\_\_\_\_\_

Home Address\_\_\_\_\_ Phone\_\_\_\_\_

School\_\_\_\_\_

Career Ladder Level (If Applicable)\_\_\_\_\_

License/Certificate Number\_\_\_\_\_

Career Ladder Certificate Expiration Date (If Applicable)\_\_\_\_\_

Professional Certificate Expiration Date\_\_\_\_\_

**Teachers: It is highly recommended that you make a copy of all completed documents for your records before submitting to your principal!**

## GENERAL GUIDELINES

Professional activities should....

1. be earned in minimum blocks of one and two hours.
2. relate to the field in which you are currently teaching and/or working.
3. be earned in the summer, weekends and/or after school hours.

NOTE: Professional leave **cannot** be used to earn self-selected inservice credit.

4. be logged as SACS equivalency credit, and licensure requirement hours, and self-selected inservice when it earns you college credit.
5. be counted as Southern Association standards for the required six (6) units or 120 clock hours of credit for every five (5) years on the job. The following chart gives examples of SACS credit:

- a. College or university course – 3 semester hours or 4 ½ quarter hours of course work (graduate or undergraduate = 3 units). Attach copy of grade slip or transcript.
- b. workshop, seminar, professional meetings, convention sponsored by college, university, educational system, or a professional organization – ½ unit of credit per 10 hours of actual attendance.
- c. Travel – include professional experiences designed to increase competency of the participant in his/her area of work. File a planned itinerary for prior approval of principal and Board of Education. 8-14 day diary = ½ unit
- d. Publication on educational topics and papers:  
  
One-half (1/2) unit for each 25 minutes of oral presentation of oral presentation of a professional nature 2000 word publication = ½ unit of credit
- e. Committee membership in the Southern Association Self-Study, service as a coordinator of a self-study or membership in visiting committee = 1 unit of credit
- f. Supervision of a student teacher = 1 unit of credit per student teacher.  
Student teacher – List under Other Professional Growth Areas.  
(Note: Practicum students are not considered student teachers.)
- g. Membership on the system-wide Textbook Selection Committee = 1 unit of credit – List under Other Professional Growth Areas
- h. Membership on a system-wide committee(Calendar or Board Policy) = 1 unit of credit  
List under other Professional Growth Areas

- i. Grant proposal written, funded and implemented by staff members = 1 unit credit – List under Other Professional Growth Areas
  - j. Viewing or listening to staff development programs via television, audio-tapes, professional growth videos from the Professional Library at Central Office = ½ unit for 10 hours viewing or listening – List under Other Professional Growth Areas
  - k. Workshop or conference presenter = 1 unit of credit – List under Other Professional Growth Areas
6. fall under one of the Approvable Inservice categories.
  7. be completed by all licensed personnel
  8. be logged by you individually after completion of the activity and kept in a file in the principal's office. (Please retain a copy for your files.)

**Approvable Activities for In-service**

1. In-service activities designed to develop the competencies of apprentice or probationary teachers. (Priority shall be given to these activities. Supervising teachers shall be designated to work with these teachers.)
2. Instructional assessment and improvement studies.
3. Workshops and/or other activities based on the assessed needs of a school or school system.
4. Development and coordination of system and school-wide curriculum.
5. Conducting staff development programs/activities that are consistent with needs identified at the building and/or system level.
6. Studies of: teaching methods and strategies, classroom management, child development, curriculum and instruction, motivation, community involvement, planning and evaluation.
7. Workshops, seminars, institutes, state sponsored activities, teacher-center activities, professional organization sponsored activities, and college or university sponsored activities which are related to a teacher's assignment or to a school's or system's objectives. (To validate these activities, a written record of attendance/participation must be maintained.)
8. Specific training for instructional assignments.
9. Service as a free consultant to other schools and LEAs, excluding travel time.

**Non-approvable Activities for In-service**

1. Parent-teacher conferences.
2. Teachers working in their rooms.
3. Putting grades on permanent record forms.
4. Business meetings for a professional association.
5. Coaching clinics/cheerleading clinics.
6. College courses for credit.

These are not meant to be comprehensive lists. Only those activities which are most frequently asked about are addressed.

**JEFFERSON COUNTY SCHOOL SYSTEM  
REQUEST FOR  
INSERVICE, ADMINISTRATIVE, PROFESSIONAL DEVELOPMENT,  
AND SACS CREDIT**

Teacher: \_\_\_\_\_ School: \_\_\_\_\_  
Print Print

**DIRECTIONS:**

These forms should be completed and **turned in to your principal** by May 15, 2012. You should keep a copy for your records.

I. Required In-Service (5 days - 30 hours/1 day = 6 hours)  
Please check when you complete in-service days.

- 1. August 4, 2011 \_\_\_\_\_
- 2. August 8, 2011 \_\_\_\_\_
- 3. April 20, 2011 \_\_\_\_\_
- 4. Self-Selected (6 hours) \_\_\_\_\_ (Must be earned between July 1, 2011-June 30, 2012)
- 5. Self-Selected (6 hours) \_\_\_\_\_ (Complete Inservice Documentation Sheet-See attached.)

II. Required Administrative Days (5 days – 30 hours/1 day = 6 hours)  
Please check when you complete Administrative Days.

- 1. August 5, 2011 \_\_\_\_\_
- 2. August 10, 2011 \_\_\_\_\_
- 3. January 4, 2012 \_\_\_\_\_
- 4. May 25, 2012 \_\_\_\_\_
- 5. ½ Day (3 Hours) Fall Conference \_\_\_\_\_
- 6. ½ Day (3 Hours) Spring Conference \_\_\_\_\_

III. Professional Development Days (3 days- 18 hours/ 1 day = 6 hours)

- 1. September 6, 2011 \_\_\_\_\_
- 2. October 19, 2011 \_\_\_\_\_
- 3. February 21, 2012 \_\_\_\_\_ (Record these hours on the self-selected inservice form)

IV. SACS Credit (Complete SACS Credit Documentation Sheet)

All teachers teaching in the Jefferson County School System must earn six (6) units of credit in a five (5) year period of employment (Average: 1.2 credits annually). Please use the following form to record any SACS activities that you have completed during the 2011-2012 school year.

### REQUEST FOR SACS CREDIT

	Type of Activity	Units	Description & Date of Activity
__1.	College or University Course – 3 semester hours or 4 ½ quarter hours of coursework (graduate or under-graduate = 3 units). Each college course is equivalent to 60 clock hours. Attach copy of grades slip or transcript.		
__2.	Workshops, Seminars, and meetings that are sponsored by the school or school system. Such activities must have a clearly defined purpose and are designed to improve the professional competency of the participants. 10 clock hours of staff development = ½ unit of credit.		
__3.	Travel shall involve professional experiences designed to increase the competence or expertise of the staff member in their field of work. A diary of the trip must be prepared by the staff member and filed with their personnel record. <b>8-14 days</b> = ½ unit of credit.		
__4.	Publications on educational topics or papers presented at professional seminars. 2,000 word publication or 25 minute oral presentation = ½ unit of credit		
__5.	Participation in a SACS self-study or serving on a peer review team for the purpose of SACS accreditation. Participation = 1 unit of credit		
__6.	Other Professional Growth Activities		

\_\_\_\_\_

Teacher's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Principal's Signature

\_\_\_\_\_

Date

This form can be completed online at: <http://jc-schools.net/jobs/index1.html> Please be sure to print 2 copies!

Jefferson County Schools  
Record of Self-selected In-service

Name \_\_\_\_\_ School \_\_\_\_\_ School Year \_\_\_\_\_

Date of Activity	Description and Location of Activity	Time of Day	Number of Hrs.	Principal Approval (Initial)

**Total Hours:**

Teacher Comments and/or Suggestions:

\_\_\_\_\_

Teacher Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Principal/Verification: Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Central Office Approval: Signature

\_\_\_\_\_

Date