

Professional Learning Considerations

PLEASE READ THIS IF YOU ARE SUBMITTING A PROFESSIONAL LEARNING REQUEST FORM.

Course Expectations

For most professional learning courses, the Office of Curriculum and Instruction follows the Plan-Do-Study-Act (PDSA) model. In order to achieve this, a course should be ongoing throughout the year offering participants many opportunities to try something out, bring back data and see if change is occurring, then plan what the next steps are. In addition to following PDSA, courses should be highly engaging and support goals of the Division.



Session Scheduling

Generally speaking, Monday and Tuesday afternoons should be avoided due to school-based faculty meetings, committee meetings, etc.

When scheduling sessions intended for staff at the elementary schools, the school day ends at 2:35 with the exception of Douglas MacArthur, which ends at 2:45. Think about the dismissal time and the time needed to travel to the session location.

When scheduling sessions intended for middle and secondary staff, the school day for the middle schools and Minnie Howard ends at 3:15 while the high school dismisses at 3:25. Think about dismissal time and the time needed to travel to the session location.

Presenter Compensation

Full day session outside of regular contract time- \$150/per session

Half day session outside of regular contract time- \$75/per session

Prep - \$150/day if the course has three or more sessions.

NOTE: We recognize that there is some prep work required for the workshop and compensation is \$150/day. Presenters are eligible to one prep day for each workshop they facilitate.

If co-presenting, each presenter will received either \$150/day or \$75/day accordingly.

Stipends are provided via payroll adjustments. To receive the stipend:

1. Complete a timesheet located on Blackboard (click the *ALL* tab, click *Professional Learning* on the left-hand side)
2. Submit the completed timesheet to Lyn Wingfield, lwingfie@acps.k12.va.us, within 10 days of the last day of the course.
3. Once the timesheet has been approved, the stipend will appear within two pay periods.

If you are on a 12 month contract, then as a presenter/facilitator, you are not eligible to receive a stipend.

A note about completing the Professional Learning Request form

This form can be filled out electronically. Just click in the space, which will make the cursor start blinking, and start typing. If you think that you are going to run out of room, keep typing and the font will automatically adjust.

Title of the Professional Learning Course: _____

Presenter(s)/Facilitator(s): _____

Description of the course:
This course provides an overview of the benefits of discussion as a teaching tool and presents approaches for using discussion in classes of various sizes. Participants will discuss strategies for creating an environment of inclusion for maximum student engagement.

Intended Audience: (Be specific and, if appropriate, use restrictive language, i.e., "This session is only for...")

Session Dates and Times:

When the form is completed, save it to your desktop, then add it as an attachment when you **email it** to Rachal Edwards, rachal.edwards@acps.k12.va.us. You will be notified within three weeks if your course is approved. Once approved, rooms will be reserved (if applicable), the course will be posted in ERO, and added to the Professional Learning Catalog. If you have questions, contact Rachal Edwards.