

Dear Colleagues:

We are pleased to offer the new *Professional Development Program (PDP) Catalog and Information Booklet* for the 2009-2010 school year. We think you will find the PDP choices varied, interesting, and extremely worthwhile as you fulfill your professional and personal commitment. Administration continues to heed teachers' advice regarding professional development opportunities and we believe the courses contained in the catalog reflect that fact.

Professional development options include a wide assortment of seminars, workshops, and courses designed specifically to meet your professional growth needs as individuals and our overall goals as a school division. Selections are numerous and include such opportunities as college courses, online offerings, action research, and independent projects. Staff members in the Departments of Curriculum and Instruction, Human Resources, Technology, and School Administration have worked collaboratively with teachers from all levels to develop an excellent roster of courses and classes with depth and breadth of content. Great attention has also been paid to ensuring that flexibility is built in to every area of the PDP.

The Professional Development Program offerings fall into one of two categories: *division-sponsored*, with a focus on subject area content and instruction including courses such as classroom management and technology applications; and *site-based*, focusing on offerings that are determined at the site level and based upon the school's plan for continuous improvement. Again this year, teachers on continuing contract who exceed their professional development requirements for their individual hours will have the ability to "roll over" division PDP hours to the following school year (unless they begin the school year on an action plan).

**Course registration will be simultaneous for all teachers beginning on Tuesday, April 28, 2009 at 4:00 p.m. June 20, 2009** through April 30, 2010 is the window for teachers to accrue their PDP hours.

I am hopeful that the PDP courses and activities you select this year will not only add to your particular content knowledge and expertise but will also augment your skills and abilities in the classroom, all to the benefit of your students.

Sincerely,

James G. Merrill, Ed. D.

Superintendent



# Professional Development Program

## INTRODUCTION

The **Professional Development Program** (PDP) for Virginia Beach City Public Schools (VBCPS) provides teachers with flexibility in their choice of offerings to meet their individual instructional professional development goals. These professional development choices must be directly related to each teacher's **current** and **primary** teaching assignment. Teachers are obligated to acquire 15 **division-sponsored** PDP hours and 7 **site-based** PDP hours between **June 20, 2009** and April 30, 2010. PDP courses are listed in the online *PDP Catalog* and indicated in the *Staff Information System* with the following PDP icon:

All designated PDP courses will fall into two categories:

**1) Division-sponsored PDP - 15 hours**

Division-sponsored offerings focus on subject content and instruction including such courses as classroom management and technology applications found in the PDP Catalogs and through approved non-division alternative requests.

**2) Site-based PDP - 7 hours**

Site-based offerings are determined at the site level and are based upon the school's Plan for Continuous Improvement.

The *2009–2010 PDP Catalog*, *PDP General Information*, *PDP Procedures/Applications*, and *PDP Frequently Asked Questions* can be accessed online via the Internet. Click on [www.vbschools.com](http://www.vbschools.com) and select **PDP under STAFF**. The same information can be accessed on the school division's Intranet at [www.vbcps.com](http://www.vbcps.com) by selecting the Professional Development Program link.

All course registrations for the PDP occur online via the school site Intranet or from home using the Internet. *Please note: Macintosh computers require the Firefox browser to access the VBCPS Intranet from home or off-site.* In order to register away from home or off-site, access the Internet home page at [www.vbschools.com](http://www.vbschools.com). Click on *vbcps.com (Intranet)* under **STAFF**, and follow the instructions for Intranet access from home or off-site.

- ◆ Should questions about the Professional Development Program arise, please refer to the online *Frequently Asked Questions* (FAQ).
- ◆ Questions regarding course content should be directed to the Department of Curriculum and Instruction at 263-1070.
- ◆ Registration information may be received from the Office of Organizational Development at 263-1220.



# Professional Development Program

## Understandings for the Virginia Beach City Public Schools Professional Development Program (PDP)

- ❖ The **Professional Development Program** provides the means by which instructional personnel may partially fulfill state requirements for high quality staff development.  
[Reference: Section 22.1-253.13:5 of the [Code of Virginia](#)—Standards of Quality, Standard 5: Teacher Quality and Educational Leadership. This standard requires local school boards to provide high-quality professional development programs for teachers and administrators. The standard further requires high-quality professional development in five specific areas, which include assessment, instruction and remediation, and use of data for instruction.]
- ❖ The **Professional Development Program** provides a means by which experienced teachers may meet the High Objective Uniform State Standard of Evaluation (HOUSSE) definition approved for Virginia and required by NCLB by the end of the 2005-06 school year.  
[Reference: State Superintendent's Memo No. 49 dated March 5, 2004.]
- ❖ The **Professional Development Program** is consistent with the National Staff Development Council Standards.
- ❖ The **Professional Development Program** supports the VBCPS strategic plan, [Compass to 2015](#).
- ❖ The **Professional Development Program** supports the [Teacher Evaluation System](#) standards and will serve as a resource to teachers for meeting their professional growth goals related to instruction.
- ❖ The Department of Curriculum and Instruction's five-year staff development plans for teachers in each subject area will be communicated to teachers and administrators at each level.
- ❖ Teacher expertise and student achievement will increase through focused professional development.



# Professional Development Program

## Goals and Objectives for the Virginia Beach City Public Schools Professional Development Program (PDP)

### **Goal #1 –**

To increase the depth and breadth of content knowledge in the subject area(s) of each teacher's teaching assignment.

#### *Objective:*

Teachers will have greater content knowledge in their subject area as evidenced by an increase in the teacher performance measure.

### **Goal #2 –**

To increase the frequency of the appropriate application of research based practices and instructional strategies acquired through professional development.

#### *Objective:*

The percentage of teachers applying best practices in classroom instruction will increase as evidenced by an increase in the teacher performance measure.

### **Goal #3 –**

To provide courses containing reflective practice and feedback as a component of professional development sessions.

#### *Objective:*

There will be an increase in the number of participants in each subject area that take courses which incorporate reflective practice and feedback

### **Goal #4 –**

To offer a diverse and differentiated selection of courses that meets the needs of instructional staff.

#### *Objective:*

Instructional staff needs will be met through diverse and differentiated courses offered by each subject area.



# *PDP* *ELIGIBILITY*

## **Who participates in the PDP?**

All 10-month employees who are:

- ◆ Teachers
- ◆ Guidance Counselors
- ◆ Library Media Specialists
- ◆ Part-Time Teachers
- ◆ Speech Pathologists
- ◆ Title II Teachers

## **Who is not expected to participate in the PDP ?**

- ◆ Individuals With 10-Month Extended Contracts
- ◆ Individuals With 11-Month Contracts
- ◆ Individuals With 12-Month Contracts
- ◆ Teacher Assistants
- ◆ Occupational Therapists
- ◆ Physical Therapists
- ◆ Psychologists
- ◆ Social Workers
- ◆ Naval Science Instructors
- ◆ Parent Resource Center Staff
- ◆ Teachers hired after Oct. 23
- ◆ Vocational Evaluators
- ◆ Administrative Assistants (Interns)

- Individuals who attend a course not directly related to their primary job assignment may not receive Professional Development Program hours.
- Non-targeted members can audit a class providing the course corresponds to the current job assignment and space availability; however, PDP hours cannot be received for these offerings.
- Contact the Office of Organizational Development at 263-1220, 48 hours prior to the start date of an activity to determine space availability.



## *Code of Participant Conduct*

Virginia Beach City Public Schools is proud of educators who maintain high standards of professionalism and dedicate themselves to building a community of lifelong learners. The following expectations have been developed to ensure an optimum learning environment for all teachers:

- ❖ Participants should comply with the mission and strategic goal of Virginia Beach City Public Schools.
- ❖ Participants should withdraw from courses they cannot attend prior to the start day of class through use of the drop feature in the *Staff Information System*.
- ❖ Participants should attend a PDP course offering **in its entirety** to receive **any** of Professional Development Program hours designated.
- ❖ Participants should conform to rules of classroom decorum and inform the instructor and/or curriculum coordinator, when any disruption to the teaching process occurs.
- ❖ Participants should bring proper materials to facilitate the learning process.
- ❖ Participants should assume responsibility for their own classroom behavior by contributing fully and positively in the teaching/learning process.
- ❖ Participants should avoid engaging in behavior that is disruptive or otherwise interferes with the learning of others (e.g., talking during lectures, using foul language, using a cell phone, bringing children to class, and/or working on unrelated items).
- ❖ Instructors are given guidelines established by the Virginia Beach City Public Schools to follow when confronted with disruptive participants, which includes asking the individual(s) to leave without Professional Development Program hours being awarded.

**Any participant who violates this code of conduct may be subjected to administrative actions or additional disciplinary sanctions.**



## Course Planning Sheet

Use this planning sheet to decide the courses which fit your current PDP goals. **This sheet is for your records only.** You may want to have this planning sheet in front of you when you register online.

**Please remember to include any Mandatory Training sessions identified in the matrix which corresponds to your primary teaching assignment.**

Course Number \_\_\_\_\_ Course Title: \_\_\_\_\_  
Hours toward **PDP** \_\_\_\_\_ Mandatory   
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title: \_\_\_\_\_  
Hours toward **PDP** \_\_\_\_\_ Mandatory   
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title: \_\_\_\_\_  
Hours toward **PDP** \_\_\_\_\_ Mandatory   
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Hours toward **PDP** \_\_\_\_\_ Mandatory   
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title: \_\_\_\_\_  
Hours toward **PDP** \_\_\_\_\_ Mandatory   
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_