

2013-2014 Professional Development Plans for Cabot Public Schools

Quality teaching begins with a teacher's formal education, but it grows in a process of continuous improvement gained through experience, targeted professional development and objective feedback about the teacher's effectiveness. The 2011 Arkansas General Assembly introduced and passed legislation to create a standardized comprehensive evaluation for licensed educators. Act 1209 of the 2011 regular session created a new teacher evaluation law that is known as TESS: Teacher Excellence and Support System. TESS provides statutory direction for reform of teacher and administrative evaluation systems. Rules and regulations have been promulgated as a result of this legislation to provide all districts in Arkansas with a standardized valid and reliable evaluation and support system focused on professional growth measured by professional practice as well as student growth and achievement.

What is TESS?

As part of the waiver to be released from No Child Left Behind, the Arkansas Department of Education was required to adopt a statewide teacher evaluation system. This system is called TESS: Teacher Excellence and Support System. All licensed teachers in Cabot will receive training on this new evaluation system as part of the 2013-2014 school year. During this time frame, the new system will be piloted in each school with a select group of volunteer teachers. Beginning in 2014-2015, all licensed teachers in Cabot will be evaluated using the TESS system. The evaluations will be completed by a certified TESS building administrator. To receive the distinction of a certified TESS administrator, the person must complete all modules of the TESS training for administrators and pass a national test designed by Teachscape.

What am I required to complete?

All licensed teachers will be required to attend a 3 hour Face to Face TESS training. This training will be conducted by a building principal and will explain the law, the components of TESS, the structure of the online training and the new evaluation process. After completing the Face to Face training, teachers will receive information allowing them to access the TESS online training components located on IDEAS. Teachers will be required to complete all the online TESS components during the school year 2013-2014. Upon finishing the online training, the teacher will sign a completion affidavit. Throughout the school year, building principals will conduct embedded meetings to review each component, clarify the component and answer questions regarding how the component aligns with the teacher evaluation. All teachers are required to complete the online component training, sign the affidavit and attend the embedded review meetings. Teachers will receive a total of 33 hours of professional development for the online work and the embedded sessions. The remaining 27 hours will be provided through CTAT 2013 (3 hrs), Face to Face (3 hrs), Back to School PD days (15 hrs) and the end of the year PD day (6 hrs).

What about other summer workshops?

Teachers are encouraged to attend other summer workshops. However, summer workshops may not substitute for the required TESS training or other required district PD. Summer workshops will not count toward the required 60 hours of PD. Cabot Shoebox and Wilbur D. Mills Shoebox will have summer listings. These do not require a preapproval. Other summer opportunities will require submitting a preapproval form with agenda or information.

How do I sign up for the Face to Face training?

The Face to Face training will be paired with CTAT 2013. Both of these trainings are required by the district. You may register for a seat on Shoebox beginning May 3rd. There will be sessions throughout June and July. You must take the two trainings together on the same day. Credit will not be issued until the end of the day. If you choose not to attend

during the summer, these trainings will be offered during the back to school PD days in August. CTAT 2013 will provide 3 hours of technology. The Department of Education will also allow the district to grant the additional 3 hours of technology as part of your online work with TESS. This will complete the 6 hour technology requirement.

How do the online components work?

During the Face to Face training, the teacher will learn the parts of each component. All components follow the same format. A teacher will log in to their personal account to read explanations/descriptions, review rubrics and watch videos. Teachers will not be required to take a test!

What do I do now?

- Open or verify your IDEAS account
- Sign up and complete the Face to Face training and CTAT.
- Begin working independently on the TESS online components. You may work from home, from school or from the CTAT building. We will have open computer labs available at CTAT for teachers to use. Open CTAT computer lab times will be posted to Shoebox on May 10th.
- We suggest teachers complete the overview and component 2A before school starts. If you do, you may flex out the afternoons of the back to school days. See back to school days below.
- You may continue working the remaining components during the summer or spread them out during the school year. However, components must be completed prior to the embedded session at your building. See the calendar below for information.

District “Back to School” PD Days

The sessions in bold underlined times are required contract time. The sessions not underlined may be flexed if completed during the summer and documentation presented to the building principal. If the session has not been completed in the summer, the teacher is required to attend at their building as part of a contract day.

<u>3 hrs AM</u>	<u>Monday, August 12, 2013</u>	<u>Building PD</u>	
___ 3 hrs PM	Monday, August 12, 2013	TESS: Face to Face	Attend: ___ Flex: _____
<u>3 hrs AM</u>	<u>Tuesday, August 13, 2013</u>	<u>Building PD</u>	
___ 3 hrs PM	Tuesday, August 13, 2013	TESS: Overview	Attend: ___ Flex: _____
<u>3 hrs AM</u>	<u>Wednesday, August 14, 2013</u>	<u>Building PD/District Policies/Child Maltreatment****</u>	
___ 3 hrs PM	Wednesday, August 14, 2013	TESS: Component 2A	Attend: ___ Flex: _____
<u>3 hrs AM</u>	<u>Thursday, August 15, 2013</u>	<u>District Meeting</u>	
<u>3 hrs PM</u>	<u>Thursday, August 15, 2013</u>	<u>Teacher Curriculum Planning</u>	
___ 3 hrs AM	Friday, August 16, 2013	CTAT 2013	Attend: ___ Flex: _____

****Please notice the addition of the Child Maltreatment PD to the morning of August 14th in Back to School Days. This requirement will be fulfilled at your building. At this time, everyone is required by the new law to take this course during the 2013-2014 school year even if you took it last year for license renewal. Sorry. :(

2013-2014 TESS Training Calendar: Sessions in bold underline are required online work. Sessions not underlined are embedded attendance only.

TESS: Orientation to Framework for Teaching Effectiveness Series 9 mins online Summer/August 13

TESS: Understanding the Framework for Teaching 28 mins online Summer/August 13

TESS: Applying the Framework for Teaching 1 hr 54 mins online Summer/August 13

TESS: 1a Demonstrating Knowledge of Content and Pedagogy 31 mins Embedded session only/April

TESS: 1b Demonstrating Knowledge of Students 34 mins Embedded session only/April

TESS: 1c Setting Instructional Outcomes 31 mins Embedded session only/April

TESS: 1d Demonstrating Knowledge of Resources 33 mins Embedded session only/April

TESS: 1e Designing Coherent Instruction 31 mins Embedded session only/April

TESS: 1f Designing Student Assessments 35 mins Embedded session only/April

TESS: 2a Creating an Environment of Respect and Rapport 2 hrs 37 mins online Summer/August 14

TESS: 2b Establishing a Culture for Learning 2 hrs 24 mins online by September 10 and embedded session

TESS: 2c Managing Classroom Procedures 2 hrs 26 mins online by October 1 and embedded session

TESS: 2d Managing Student Behavior 2 hrs 3 mins online by November 1 and embedded session

TESS: 3a Communicating with Students 2 hrs 23 mins online by December 1 and embedded session

TESS: 3b Using Questioning/Prompt/Discussion Techniques 2 hrs 24 mins online by January 6 and embedded session

TESS: 3c Engaging Students in Learning 2 hrs 16 mins online by February 3 and embedded session

TESS: 3d Using Assessment in Instruction 2 hrs 43 mins online by March 3 and embedded session

TESS: 4a Reflecting on Teaching	32 mins	embedded session only/ May
TESS: 4b Maintaining Accurate Records	28 mins	embedded session only/ May
TESS: 4c Communicating with Families	29 mins	embedded session only/ May
TESS: 4d Participating in the Professional Community	33 mins	embedded session only/ May
TESS: 4e Growing and Developing Professionally	31 mins	embedded session only/ May
TESS: 4f Showing Professionalism	28 mins	embedded session only/ May

Changes in the PD Law

Effective June 2013, the state of Arkansas passed Act 969 regarding professional development requirements for licensed educators. Educators are still required to attend 60 hours of professional development each year. The changes are related to the types of required content. The new act specifies which PD is required each year. The requirements are now on a rotation. The following changes are in effect beginning June 2013:

- 2013-2014: Child Maltreatment 2 hours 6-61-133 (Cabot will provide this during back to school days)
- 2014-2015: Parental Involvement 2 hours including administrators 6-15-1703
- 2015-2016: Teen Suicide 2 hours 6-17-708
- 2016-2017: Arkansas History 2 hours for any educator providing instruction in Arkansas History 6-17-703

Technology:

The annual requirement of 6 hours of technology has not changed. For the school year 2013-2014, CTAT 2013 and TESS will fulfill the 6 hour technology requirement.