

# Scioto County Career Technical Center

*Local Professional Development Committee*

## Guidelines and Operating Procedures

Revised 5 -2018

Committee Members 2020-2021

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## SCIOTO COUNTY CAREER TECHNICAL CENTER LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

### **Purpose**

The purpose of the Local Professional Committee is to oversee and review professional development plans for credential renewal.

### **Mission**

The mission of the Local Professional Development Committee shall be to set policy and review professional development goals for certification and license renewal for the Scioto County Career Technical Center educators.

Professional development plays a critical role in enhancing and vitalizing education and career training and development at the Scioto County Career Technical Center District. Professional development shall focus on experiences that improve and enrich the classrooms, the programs, and the staff. These experiences shall be directly related to emerging student performance employability.

### **Standards for Course Work and Equivalent Activities**

As educators develop their Individual Professional Development Plans, they will have far greater flexibility in selecting the types of professional development activities that are meaningful to them. The new structure that has been developed will allow a far greater range of professional development activities, many of which are closely related to the daily work of the educator. The guidelines listed below and in Attachment A & B could be incorporated into an Individual Professional Development plan, and could be approved by the Local Professional Development Committee:

- a) Refer to the Teacher Education and License Standards Administrative Code Chapter #3301-24 provided in your LPDC folder.
- b) Refer to “Attachment A” *Suggested Professional Development Plan Goals*
- c) Refer to “Attachment B” Continuing Education Unit Options

## ATTACHMENT A

### SCIOTO COUNTY CAREER TECHNICAL CENTER LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

#### Suggested Professional Development Plan Goals

1. Enhance and develop skills in your career technical content area.
2. Enhance and develop skills in your applied academic content area.
3. Demonstrate understanding and use of education theory and/or philosophy.
4. Become familiar with community resources in order to use them in the classroom.
5. Develop strategies to improve the learning environment for all students.
6. Become familiar and increase technology in the classroom.
7. Expand ways of working with special needs students.
8. Acquire knowledge and appreciation of various cultures and the ability to establish rapport with a diverse population of students and parents.
9. Meet the needs of a diverse population.
10. Gain knowledge of where and how to get needed information and how to educate students to seek and evaluate information.
11. Increase understanding of age appropriate and development characteristics of students.
12. Acquire ability to recognize and respond to individual differences in students.
13. Learn how to implement a variety of teaching methods that result in high student achievement.
14. Develop strategies to manage groups of people.
15. Obtain skills of working with parents, colleagues, support staff, and supervisors.
16. Learn and apply ways of developing positive self-concepts in students.
17. Develop new instructional techniques.
18. Implement ways to promote positive student behavior.
19. Develop interdisciplinary curriculum units.
20. Learn and apply new ways of evaluating student performance as tied to instruction.
21. Devise new ways of understanding cultural diversity among students, faculty and the community.
22. Implement classroom inclusion techniques.
23. Explore various ways to develop critical thinking skills with students.
24. Increase knowledge base in areas related to your professional responsibility.
25. Keep up to date with district, state and federal education policies and/or laws.
26. Develop original, documented and evaluated district, school or classroom based research.
27. Develop awareness of what students will need to know in the future and helping students to anticipate the future.
28. Seek and utilize feedback from students to reflect on teaching and incorporate into teaching strategies.
29. Learn and apply new administrative and managerial skills.
30. Implement a variety of job placement methods (e.g. employer contacts, networking).

# Operational Procedures for the LPDC Committee of the Scioto County CTC

## Article I. Meeting Times and Dates

The committee shall meet on a monthly basis on a day designated by the committee members, or as circumstances dictate.

## Article II. Communication

The committee shall publish a news letter when necessary to keep staff members informed on any development relating to the licensing procedures and to notify staff of opportunities for achieving the goals set forth in an Individual Development Plan. Furthermore, the committee shall report to the Executive Committee of the Teachers' Association on an as needed basis of any developments in regards to the work of this committee.

## Article III. Committee Composition and Selection

1. The LPCD shall be comprised of seven (7) members as follows:

The Superintendent shall appoint three (3) members, and four (4) members shall be selected by the Association, one (1) from each of the following instructional areas: Business, T&I, Academic, and Family & Consumer Science of Specialty. Members shall serve two-year terms, except that the initial term of one (1) member appointed by the Superintendent and one (1) member selected by the Association shall be for one (1) year. Vacancies will be filled by the Superintendent or Association, whichever applies. *Ref: Article 40.1 Collective Bargaining Agreement*

2. Temporary Appointment of Additional Administrator

In the event that the LPDC meets to review or vote upon whether coursework taken by an administrator meets the requirements of State Board of Education standards for license renewal and at the request of one (1) of the administrative members of the LPDC, one (1) of the four (4) teacher members shall be temporarily excused from the LPDC and shall be temporarily replaced by one (1) additional administrative member who shall be appointed by the Superintendent. The Association members serving on the LPDC shall determine which teacher member shall be temporarily excused.

When the LPDC concludes review of the Administrator's coursework, the temporarily appointed additional administrative member shall be excused from the LPDC and the temporarily excused teacher member shall be reinstated to the LPDC.

Article IV. Roles and Terms of Office

The Committee shall consist of the following roles and corresponding terms of office:

1. The Chairperson shall be elected by a majority vote of the committee members. The chairperson shall be elected for one-year term, with the “term” to run July 1 to June 30 the following year.

The Chairperson shall:

- a) Preside at all committee meeting;
  - b) Call all meetings and set agenda;
  - c) Ensure that all committee and IPDP processes and procedures are followed;
  - d) Serve as the appeals process contact person;
  - e) Suggest the training needs of the committee members;
  - f) Sign the necessary cover sheet for the certificate/license renewals as required by the Ohio Department of Education.
2. The Secretary/Recorder shall be elected by a majority vote of the committee. The Secretary/Recorder shall be elected for a one-year term to run from July 1 to June 30 of the following year.

The Secretary/Recorder shall:

- a) Keep accurate minutes of the committee meeting;
  - b) Serve as a general communications liaison;
  - c) Be responsible for all necessary correspondence.
3. The remaining committee members in addition to the Chairperson and the Secretary/Recorder will:
    - a) Elect one of their members to act on the absence of the Chairperson;
    - b) Serve as staff information contact person;
    - c) Suggest necessary professional growth needs for the committee members.

Article V. IPDP Guidelines

Beginning with the 1998-1999 school year **all educators who are not working under a permanent certificate** will prepare an Individual Professional Development Plan to address their personal, professional, and assignment goals.

Educators will complete this IPDP on the prescribed forms and in the prescribed manner for the **period of time remaining on any provisional or professional certificate(s)/license(s)**. If the IPDP is reviewed by the committee and pre-approved the educator may work towards the completion of identified goals throughout the life of the IPDP. The educator should **maintain a log of professional growth activities** of his/her own review and for later post-approved by the committee prior to the time of the educator’s renewal. The educator **must seek approval** for any and all change in the IPDP during its life **prior to implementing the change**. It is also the

responsibility of the educator to maintain **a personal record of all locally approved CEU's and university transcripts.**

#### Article VI. Appeals Process

If the Individual Professional Development Plan is rejected by the local LPDC committee, the educators shall conference with the individual and state the reasons for the rejection. The educator may then submit a revised plan within ten schools days after the conference, or submit additional documentation explaining justification of the original plan.

An appeal process shall include the following steps, beginning with:

1. **Lack of approval** by the LPDC committee of the educator's IPDP
2. **Reconsideration of request by the educator.** The educator requests reconsideration from the LPDC committee.
3. **Approval/Non-Approval** by the LPDC committee will be submitted after reconsideration had been accomplished.
4. **Three person appeals panel.** If lack of approval still exist, the educator may request the formation of **a three-person appeals panel**, which shall consist of:
  - a) 1 certified/licensed educator selected by the educator;
  - b) 1 certified/licensed educator selected by the LPDC committee;
  - c) 1 certified/licensed educator mutually agreed upon by the educator and the committee.

This appeals panel is the final step in local resolution to the appeal. The Ohio Department of Education as the administrative agency of the Ohio State Board of Education is the issuing authority for the educator certificates and licenses.

#### Article VII. Appeal for Denial of credit – Following are the steps to appeal denial of credit:

1. **Lack of approval** by the LPDC committee of the educator's CEU Request
2. **Reconsideration of request by the educator.** The educator requests reconsideration from the LPDC committee.
3. **Approval/Non-Approval** by the LPDC committee will be submitted after reconsideration has been accomplished.

Revised May, 2018

SCIOTO COUNTY CAREER TECHNICAL CENTER  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE-CONTINUING EDUCATION UNIT OPTIONS

Revised May 2018

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
(1) Grant Writing	3 CEU's per license cycle	1 clock hour= 0.1 CEU	Activity Documentation Form	*CEU's not dependent on award of grant *Documented clock hours in planning and preparing *May not be used if your current job description includes grant writing. *Must have prior approval of LPDC committee if possible
(2) Professional Committees	3 CEU's per license cycle	1 clock hour= 0.1 CEU	Activity Documentation Form	*Must be service on formal committee organized by local, state, national, or international education agency or organization. *Must contribute to the educational profession or add to the body of knowledge in the individual's specific field. *Documented clock hours of committee work.
(3) Self-Directed Educational Development, Professional Reading, Research, Educational Travel	3 CEU's per license cycle (Limit of 1 CEU per individual activity)	1 clock hour= 0.1 CEU	Activity Documentation Form	*Must enhance individual's work in the profession or contribute to teacher's area of specialization. *Project must have prior approval based on stated outcomes and goals.
(4) Related work Experience or Externship	6 CEU's per license cycle	1 clock hour= 0.1 CEU	Activity Documentation Form	*Must enhance individual's work in the profession or contribute to teacher's area of specialization *Project must have prior approval by LPDC.
(5) Mentoring Mentor/Mentee	Full-4 CEU's per year Partial-2 CEU's per year		Activity Documentation Form	*Must be mentoring of teacher, administrator or specialist by the EYP (Entry Year Program) through an accredited college or other approved post secondary educational institution or Mentee of such program.
(6) Cooperating Teacher	1.5 CEU's per semester 1 CEU per quarter per license cycle		Activity Documentation Form Successful completion of contract	*Must be supervisor of undergraduate student, graduate student or undergraduate intern, or student teacher

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Revised May 2018

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
(7) College On-line Course Work included  Post Secondary Coursework		1 semester hour= 3 CEU's 1 quarter hr. = 2 CEU's 10 clock hrs. = 1 CEU	Official Transcripts Original Certificate of completion	*Must be taken through an accredited college or other approved post secondary education institution. *Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. *Coursework must be in education or in content area directly related to the individual's teaching assignment or certification requirements.
(8) Professional Conference/ Workshop/ Institute/Academy, In-service Credit, Other Educational Class work, Youth Club Activities, Judging		1 clock hour in workshops =0.1 CEU	Activity Documentation Form, Certificate, Assignment Documentation	*Must include only time spent in those portions of the conference, program, or on-line training that contribute to the participant's knowledge, competence, performance, or effectiveness in education. *Judging will now be accepted *Supervision of students and job site activities will not be accepted.
(9) Industry Credential Examinations		1 clock hour=0.1 CEU	Valid copy of certification or license	*Must include only time allocated by testing source to take the examination. *Examination must be in education or in content area directly related to the individual's teaching area or certification requirements.
(10) Peer Observation	1 CEU per license cycle	1 clock hour= 0.1 CEU	Activity Documentation Form	*Must include a statement of authorization from a supervisor along with summarization of pre-conference and post-conference.
(11) Publication of Original Work	6 CEU's per license cycle	1 clock hour= 0.1 CEU	Copy of publication or document and Activity Documentation Form	*Must contribute to the educational profession or add to the body of knowledge in the educator's specific field. *Must be a commercially published book, video or article.
(12) Teaching Portfolio	1 CEU per license cycle	1 clock hour= 0.1 CEU	Completed Portfolio	*Must satisfy the LPDC's standard for teaching portfolios.



\*Must be completed within the license/certificate cycle.

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LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE-CONTINUING EDUCATION UNIT OPTIONS**

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<b>OPTION</b>	<b>MAXIMUM CEU'S</b>	<b>CEU VALUE</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
(13) National Board of Professional Teaching Standards Certification	18 CEU's **6 CEU's for completing process **12 CEU's upon National Board Certification		*Completing process requires test results *National Board Certification requires certificate	*Must be in the subject are of the individual's assignment. *Certificate must be completed and verified by the expiration date of the Ohio certificate/license.
(14) Teaching a College Course	1.5 CEU's per semester course 1 CEU per quarter course Max 3 CEU's per year		Activity Documentation Form, Time Sheet	*May be used for the first time teaching the course each license/certificate cycle.
(15) Teaching as Adult Vocational Course, Technical Course, Adult Basic Literacy Education or Summer School Pre-K thru 12, Teaching after school classes with students	1.5 CEU's per semester course 1 CEU per quarter course Max 3 CEU's per year Adult Education Classes – Max 3 CEU's per subject per license cycle		Activity Documentation  Time Sheet	*Must be used for the first time teaching the course each license/certificate cycle. *Applies to quarter or semester courses only.  *Adult education credit figures on contact hours *May be used 1 <sup>st</sup> time teaching the course each license/certificate cycle.
(16) Professional Presentation	1.5 CEU's per license cycle	1 clock hour of presentation= 0.5 CEU's	Activity Documentation Form	*Applies to first presentation for each license/certificate cycle. *Must enhance individual's professional growth.
(17) Educational Project which applies educational skills and knowledge towards the development of a final product	3 CEU's per license cycle	1 clock hour= 0.1 CEU's Documented clock hours in planning and preparing	Activity Documentation Form	*Project must have prior approval and final approval after completion and verification by LPCD *Must be an enrichment project outside an individual's district contractual agreement.

			A copy of the final product or report of the project	
(18) Curriculum Development	6 CEU per license cycle	1 clock hour=0.1 CEU's	Activity Documentation Form	*Must be service on formal committee organized by local, state. National or international education agency or organization.
(19) Curriculum Development	Max of 3 CEU's <u>per contest</u>	1 clock hour=0.1 CEU's	Activity Documentation Form	*Hosting/coordinating any type of contests. *No prior approval is required.

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