

**2019 - 2020**  
**Public Schools of Robeson County**  
**Staff Development Procedures**



**Mission Statement: To educate all students by building a foundation for learning in an ever-changing global society.**

# Public Schools of Robeson County

## Focus:

To enhance the ability of staff members to contribute to their departments and to provide career satisfaction for productive employees, we are committed to supporting on-going staff development for any staff member. Staff development is defined as growth in an individual's knowledge, skill, and personal effectiveness. PSRC will continue to:

- Structure Professional Learning goals around instructional vision and standards alignment.
- Build a Model for teacher recertification;
  - Plan
  - Align to Goals
  - Differentiate
  - Track
- Maximize the Impact of Student Learning through instructional rigor and classroom technology.
- Motivate Teachers to build a positive learning culture and cultivate leadership.

### Core Curriculum - Instructional Pacing Guides

Student achievement is directly related to the instruction that students receive on a daily basis. With a high percentage of our teachers being lateral entry and beginning teachers, it was determined that we needed to develop a core curriculum to support them, as well as provide a common curriculum across the district. Based on performance data and recommendations of principals, curriculum supervisors assembled teams of teachers from grades 3-8 in the areas of Math and English/Language Arts to develop instructional pacing guides. There were also teams that developed English II, Math 1, and Math 3 guides. When the school year begins, teachers will have access to resources that will enable them to provide every student with a quality education. As we constantly work towards being a high achieving, equitable school district, we will look for different ways to improve the support for our teachers, as well as the daily instruction of students. This is one of the steps in the district's strategic plan to provide the best educational experience for our students.

## **Increase Professional Capacity (School Administrators)**

- Leading a high-performing school/district culture
- Leadership style organizational structural match (assessment)
- Fundamental interpersonal relations orientation - behavior (firo-b)(assessment)

## **Increase Professional Capacity (Assistant Principals)**

- Lessons learned from experience
- Leading and developing high-performance teams
- Parker team player survey (assessment)
- The hidden leader

## **Letterland K-2**

Letterland will offer K-2 teachers a systematic program of instruction for alphabetic and phonological knowledge that is critical for the early stages of reading development. Teachers will be introduced to materials that are well designed and highly attractive to children, serving to motivate them to spend more and more time learning to recognize and name the letters of the alphabet as well as learn the letter sounds and develop their rhyming and rime skills. Researchers across the world have repeatedly found that these components are the literal building blocks that lead to reading success.

## **Exceptional Children**

As special educators, we thrive on helping children and youth with disabilities access the general curriculum and accomplish the academic and social goals established by our culture.

Throughout the year, educators will focus on: individualizing instruction, assessing progress on a continuing basis, applying knowledge of developmental readiness, using research-based strategies to teach basic literacy and numeracy skills, preparing youth for independence, and

problem-solving with data. Our skills are not static; they must be updated, enhanced, and expanded.

## **Cultural Diversity Staff Development**

This is a targeted staff development for the schools that have been identified with additional subgroups including AI, Black, Two or More Races, and EDS based on their TSI designation. The focus will be on the following objectives: fostering healthy racial identities in both youth and adults, building a historical understanding of racial constructs, promoting civic engagement and relationships with people of color on issues of racial justice, developing strategies, techniques, and curriculum which extend anti-racist practices. In addition, teachers and schools will participate in a book study to address the needs of students of poverty.

## **Keys to Literacy**

The Key to the Comprehension routines focuses on teaching a small set of comprehension strategies to enhance comprehension and create consistency across the building for all students. This training presents research based information for teaching comprehension strategies. This professional development will target the TSI schools in grades 4 through 12.

## **Reading Research to Classroom Practices**

This professional development provides current reading research of best practices for teaching students to read. Teachers will gain evidence-based practices and strategies that will address the reading needs of their students.

## **Math in Practice**

This professional development will focus on the opportunity for teachers to collaborate and develop a deeper understanding of the new math standards and effective strategies for growing students understanding of the concepts in elementary schools.

## Instructions to Staff Development forms:

- **Public Schools of Robeson County School Home Page**
- **Click on Explore**
- **Click on Department located on the left hand side**
- **Choose Staff Development**
- **Then click on Staff Development Forms**

(Attending training - complete prior approval, pursuing coursework complete the appropriate tuition reimbursement form)

**Click here to find forms - [Staff Development Forms](#)**

### **These rates are set by the State of North Carolina**

**Travel Rates:** Mileage is .58 cents per mile.

**Airline:** Must have receipt

#### **Meal Rates:**

Breakfast \$ 8.60

Lunch \$11.30

Dinner \$19.50 in-state, \$21.60 out-of-state

#### **Lodging:**

In-state \$ 71.20

Out-of-state \$ 84.10

(Add to these rates the tax charged to the room, example: a \$71.90 room rate plus any hotel tax charged.)

**Shuttle/Taxi:** Receipts must be turned in for travel between the hotel and the airport.

**Parking Fees/Tolls:** Receipts must be turned in.

#### **Stipend Rates:**

\$20.00 per hour for Certified

\$10.00 per hour for Classified

## Consultant Rates:

Classified Rate	\$20.00 per hour
4-year degree	\$30.00 per hour
5-year degree or National Board	\$40.00 per hour
Doctoral Degree	\$45.00 per hour

## Prior Approval (completing the front page)

1. Submit the PSRC Prior Approval Form to your principal; your request to participate in staff development should align and support goals in the School Improvement Plan.
2. All portions of the front page should be completed in detail; (use your proper name, attach a copy of the planned agenda or a copy of the brochure that gives a description of the workshop).
3. Allow time for your principal or School Improvement Team to approve your request; once they approve this request, then the form should be submitted to Central Office. Central office requests that your form be turned in **8 weeks in advance** or longer if possible.
4. If your request is approved, follow your school's procedures in obtaining a substitute. Note there are three (3) rates of pay for substitutes according to their status; your school secretary can tell you if the sub is certified, non-certified or a teacher assistant. This rate of pay can change each year. If you use a substitute, you must add in the rate of pay for the substitute.
5. Fill out the registration fee portion.
6. Fill out travel; rate is on prior approval form.
7. Fill out lodging; rate is on prior approval form.
8. Fill out food rate; **this reimbursement is for overnight stay only.**
9. Total the expected (estimated) expenses to be reimbursed.

10. Complete by signing, including your last 4 digits of your social security number and the date.
11. Give to your principal; he/she will approve or disapprove.
12. Check for your school's procedures, as to who sends the form to central office. Always keep a copy of your paperwork. Someone at your school must circle the source of funds.

**Reimbursement** (completing the back page) - return this form within 10 days after the activity.

1. Complete all sections on the back, including time of departure and return.
2. Under day write in the date as 8/29/19.
3. Fill in from (your school) and to (city).
4. Fill in the daily mileage.
5. Total your amount of mileage per day.
6. Fill in meals (no receipts needed for meals; however, an overnight stay is required for meals).
7. Fill in hotel charges (receipt needed).
8. Fill in the registration amount (receipt needed).
9. Fill in hotel tax.
10. Other (could be toll, shuttle fee, or parking - receipt needed).
11. Total all three areas (**Travel, Meals and Hotel, Registration and Other**).
12. Copy of certificate and name tag is required.

**Very important - Sign the form and have your principal sign also.**

**Note: Make a copy of this form and your receipts for your records before sending it to the Central Office.**

## Tuition Reimbursement Procedures

*(Please keep in mind that tuition reimbursement is not guaranteed and the funds are for those individuals working directly with children and returning to school to pursue certification in education)*

Once you decided to work on a degree please follow the process below. Prior to taking a course submit the appropriate tuition reimbursement request form to staff development for potential reimbursement approval.

### From the district web page

1. Click Departments
2. Click Staff Development
3. Click Forms
4. Click the appropriate form

(The appropriate form is determined by your status as a teacher NOT the coursework you are going to take.

i.e. If you have a clear teaching license and are working on a graduate degree ~ complete the graduate form or if you are working on a doctoral degree you will complete the same form.

If you are a lateral entry teacher, meaning you did not go to college to become a teacher; complete the lateral entry form

If you are a teacher assistant, complete the paraprofessional form.  
(All other possibilities please call the staff development office).

5. Print and complete the tuition reimbursement request that fits your status
6. Get your principal to sign the tuition request
7. Forward the tuition request to staff development for processing
8. The tuition request is evaluated and if approved ~ it is signed
9. The tuition request is sent back to the school attention of the principal or the identified staff development coordinator at the school.



10. It is your responsibility to obtain the original tuition request document from your principal (keep in mind that we *ONLY* process reimbursements from original tuition reimbursement forms.
11. **ONCE THE COURSE IS COMPLETE**
12. Submit the original tuition reimbursement request document along with;
  - \*\* a **FINAL** grade (does not need to be an official transcript)
  - \*\* a copy of an **ACTUAL** payment receipt (not a grant award history) for the course you are asking for reimbursement for.

**Submit all of this information to the staff development office immediately upon completion of the course for reimbursement. If not received within (2) weeks of course completion reimbursement may be denied.**