



Instructor/Proposer Agreement

“The purpose of the professional development system is to increase student achievement, enhance classroom instructional strategies that promote rigor and relevance throughout the curriculum, and prepare students for continuing education and the workforce. The system of professional development must align to the standards adopted by the state and support the framework for standards adopted by the National Staff Development Council.” (s. 1012.98 (1) F.S.).

The Miami-Dade County School District supports policies and practices that advance the paradigm shifts in planning, designing, implementing, and evaluating the Professional Development System. This system, policies, and practices align with the requirements of Florida Statute (F.S. 1012.98) by building capacity and sustainability for all personnel.

Professional development provides a systematic process designed to increase the competencies needed by instructional and non-instructional personnel to perform their assigned duties with maximum effectiveness and improve the academic performance of students. The desired outcomes of the competencies addressed are knowledge, skills, aspirations, and behaviors.

The Evaluation Protocol identifies best practices as well as provides data to evaluate and improve our practices. The Office of Professional Development and Evaluation (OPDE), in collaboration with district and school based staff, collects multiple measures of data to make system changes meeting the needs of all students.

Inservice activities focus on analysis of student achievement data, ongoing formal and informal assessments of student achievement, identification and use of enhanced and differentiated instructional strategies that emphasize rigor, relevance, and reading in the content areas, enhancement of subject content expertise, integrated use of classroom technology that enhances teaching and learning, classroom management, parent involvement, and school safety.

Participants receive Master Plan Points (MPP) for participation in a variety of professional learning activities. The Professional Learning Catalog outlines professional learning activities and can be located on the OPDE website at <https://prodev.dadeschools.net>. All professional learning that is eligible for in-service credit includes:

- Participation in the approved professional learning activity according to district and state guidelines
- Implementation and/or follow-up of the new learning into practice
- Evaluation of the impact of the new learning and practice on student achievement
- Approved evidence of “Out of District Transfer” courses

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Proposing and Closing an Activity

- All professional learning must be based on research
 - APA or MLA style must be used when citing sources
- Sign-in rosters must be updated before the session begins
- Original MLP PDMS sign-in rosters must be printed, signed by instructor, and emailed to pddatacenter@dadeschools.net
- Participants not present at the first session should be marked as “No Show”
- Confirm attendance on MLP PDMS after all evaluations and follow-up have been completed

Please note:

- All professional learning activities must be posted on MLP PDMS before the scheduled start date in order to provide educators with sufficient time to register
- All school-based professional learning should be reviewed and approved by the Professional Learning Support Team
- Educators who do not pre-register will not be awarded master plan points for their participation
- Instructors are not eligible to enroll for a course in which he/she is listed as the instructor
- Participants must pre-register for all professional development in order to be awarded master plan points for successfully completing all activity requirements
- Instructors must manually accept the participants on the wait list for registration to be finalized
- Participants are not officially registered until they receive a status notification to ensure registration was finalized
- Successful completion of an activity includes:
 - Pre-registering for the course
 - Attendance on ALL designated days and at the times posted
 - Completion of all course assignments and follow-up
 - Signing in on the official activity roster for every meeting date
 - Completion of parts one, two, and three of the evaluation
 - All requirements must be adhered to in order to be awarded master plan points

School-based Components

The following school-based components are available for schools to schedule activities. Each of the school-based components is worth up to 120 MPPs.

7-507-309 School-based Professional Learning Communities
7-507-308 School-based Book Study
7-506-028 School-based Action Research
2-512-355 School-based Improvement Initiatives
2-003-395 School-based Technology
2-408-368 School-based Curriculum Content
2-409-410 School-based Instructional Support Strategies
7-507-320 School-based Lesson Study

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Assigning Learning Value to Professional Learning

The process to implement effective professional learning includes: planning, learning, implementation, and evaluation. To ensure that professional learning changes practice, high-quality professional learning must include the following essential elements:

- State standards for professional development at the educator, school, and district level;
- Rigorous and relevant curriculum based on state and local educational standards and initiatives;
- Improvement planning based on needs assessments and results from personnel evaluation;
- Opportunities for professional collaboration and collegial team learning practices; and
- Sharing professional learning practices, resources, and technical assistance.

MPPs awarded for successful completion of a component shall be assigned as follows:

- The number of MPPs to be awarded for an activity should be based on the number of hours of instruction, including face-to-face contact and time reserved for follow-up activities, as well as breadth and depth of activity;
- The follow-up must reflect the depth and scope of the assignment;
- Any professional learning for which MPPs will be assigned must be worth at least 4 MPPs for a half-day session and 7 MPPs for a full day session; and
- Any activity proposed for less than 4 MPPs will not be approved.

Record Retention of Inservice Files

The Florida Department of Education requires that all inservice files be retained in one central, secure location at a school or department for a period of five years from the End Date of the course. The records may be contained in a binder, a file cabinet, or electronically. The Professional Learning Support Team members should know where the files are located. These records may need to be accessed during collaboration with Certification or the Office of Professional Development and Evaluation.

District Policy on Walk-ins

Participants are not permitted to attend an activity for which they have not previously registered (walk-ins). There are no exceptions to this policy.

Course registrations will generally close 24 to 48 hours before an activity is scheduled to begin as long as there is space available. Once the activity has reached maximum capacity it is closed. In the event that an individual arrives at a session for which he/she has not registered and the activity is considered a district mandatory activity (i.e., IPEGS, co-teaching, ESE/ESOL Compliance Training, etc.), the instructor **may** allow the individual to enter the session. **However, the individual will not receive Master Plan Points.**

Master Plan Points for Recertification

Individuals planning on renewing their Professional Certificate at the end of June in any given year should plan on completing all professional development required for certificate renewal by the end of April of that year. **There should be no expectation that any professional development**

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attended in May or June will be closed out and master plan points awarded in time to meet certificate renewal deadlines. While staff in the PD Data Center constantly strives to accelerate processing time in terms of closing out activities and awarding master plan points, the volume of activities and the security procedures required to close out activities necessitates six to eight weeks to process. Therefore, it is the individual responsibility of the instructional staff to monitor the number of master plan points that they have acquired over the five-year validity period, and to ensure that activities are completed by April 30 of their renewal year.

By signing agreement, instructor and proposer:

1. Agree that all required steps for granting master plan points through M-DCPS will be accurately completed
2. Understand that instructor and proposer are responsible for adhering to all State and District guidelines
3. Acknowledge accountability for the accuracy of all records submitted to the Data Center
4. Agree to prepare high-quality, research-based professional development that is presented in a timely and respectful manner, and contains appropriate resources and materials for the participants

Name of Applicant: _____ Employee No: _____

Work Location Name: _____ Work Location #: _____

M-DCPS E-Mail address: _____

Contact #: _____

Signature of Applicant

Date

Signature of Principal/Supervisor

Date

Submit completed Instructor/Proposer Agreement to the Office of Professional Development and Evaluation, pdms@dadeschools.net