



WESTBOROUGH PUBLIC SCHOOLS

STAFF DEVELOPMENT OPPORTUNITIES

In-service Courses

Westborough Schools develop and sponsor in-service courses which are made available to the faculty and staff. In-service courses are generally held in the late afternoon on Tuesdays, Wednesdays, or Thursdays. Professional Development Points (PDP's) are awarded on the basis of 1 hour = 1 PDP. All in-service courses will be eligible for PDP's. Administration will determine if an in-service course is eligible for salary credit. If salary credit is offered for a course, all participants must meet the eligibility requirements and successfully complete the course requirements. Please note that course PDP's/salary credits will be approved based on the applicability of the course to the staff member's position.

Classroom teachers receive priority to register for courses, and courses will be offered only if a sufficient number of faculty have enrolled. Substitutes employed during the current year may enroll in in-service courses if space permits.

Graduate Courses

Staff members may take graduate courses that are related to their assignment for salary credit. The school system requires prior approval for all graduate and in-service courses. Graduate credit for a fee is sometimes available for in-service courses. See contract for reimbursement guidelines.

Conferences

Due to budget constraints this year, attendance at conferences will be limited to unique district needs and/or agreement to provide workshops for district educators.

Release Time for High-Priority Programs

In special cases, teachers from a specific grade or department may be released for intensive, high-priority in-service programs. Substitutes will be retained when such programs are offered. Though long-term benefits to student learning may result from intensive service, release time will be used sparingly because of budgeting constraints and lost classroom time for students. Please note that courses/workshops completed during school time will not be eligible for salary credit.

INSERVICE COURSE REQUIREMENTS

Attendance at all sessions of an in-service course is required. Partial credit is not given. On occasion, illness or emergency may prevent you from attending a session. See the instructor, who may provide you with a special assignment. PDP's are issued based on actual hours of attendance.

Courses may require some outside work. Completion of this work is required for PDP's or salary credit.

Be sure to sign in each time you come to class. Course instructors will submit sign-in sheets to the Assistant Superintendent, and these are the basis for issuing certificates at the completion of the course.

* In-service credits and/or PDP's will be awarded upon receipt of your course evaluation.

Please note that it is the employee's responsibility to retain copies of PDP certificates and college transcripts for recertification purposes.

APPLYING FOR INSERVICE OR GRADUATE CREDIT

Approval to enroll in any course must be obtained PRIOR to taking the course. Please complete a Request for Approval of Staff Development Activities form, available in your school office, and submit it to the principal. Approval must be granted by the principal and Assistant Superintendent and is based primarily on the applicability of the course to your position and any enrollment limitations.

Credit is granted for a previously-approved graduate course upon receipt of an official transcript from the sponsoring university. Credit may be granted for a previously-approved in-service course upon receipt of a signed certificate of completion from the instructor.

All teachers will be entitled to be reimbursed an amount not to exceed \$625 for an approved graduate course or continuing education units needed for a professional license. If the amount requested exceeds \$70,000, reimbursement shall be prorated on the basis of credits or CEU's so the cap is not exceeded. If the total requested does not exceed \$70,000, the balance shall be prorated among those who have applied for reimbursement for a second course or program.

PROPOSING AN INSERVICE COURSE

Suggestions for in-service courses should be made to the Assistant Superintendent or the Professional Development Committee. Your phone calls or notes are welcome.

The best in-service instructors are often home-grown. A stipend of \$50.00 per hour is offered for teachers who are instructing an in-service course. In addition, presenters are entitled to earn PDPs. According to the Massachusetts Department of Elementary and Secondary Education: "Educators who develop and present a minimum of 3 separate sessions in a professional development series are eligible to receive twice the number of PDPs given to participants, with the presenter receiving a minimum of 10 PDPs and a maximum of 24 PDPs. These points may be counted the first time the training is provided in a five-year cycle."

Contact the Assistant Superintendent if you are interested. Instructors are responsible for submitting their hours, as well as the participant sign-in sheet, at the completion of the course.