

Focus Area	Professional Responsibilities and Teacher Leadership
Goal # 1	The school district will create a culture of professional growth for all staff.
Objective	To improve the educational knowledge of the entire school staff.

Actions	Person(s) Responsible	Indicator of Success	Resources	Due Date
1. Offer a professional library of books, journals, webinars and/or subscriptions that staff can access electronically.	PD Committee Administrators Teachers	<ul style="list-style-type: none"> Document the number of hits this site has. 	Professional resources BloomBoard	On-going
2. Utilize new expertise of those who attend professional conferences and workshops outside of the district offerings.	PD Committee Administrators Teachers	<ul style="list-style-type: none"> Share names of attendees to professional conferences, etc. so that they can become a resource to others in the district and share out the info obtained. 	N/A	On-going
3. Make a full-year PD schedule and stick to it so staff has time to plan for meaningful PD sessions.	PD Committee Administrators Teachers	<ul style="list-style-type: none"> Plan is in place and has been communicated early in the school year to entire staff. 	N/A	On-going
4. Create a list of experts who are employed in the district that could be used as educational resources.	PD Committee Administrators Teachers	<ul style="list-style-type: none"> Data base available to staff and administration. 	N/A	On-going

5. Staff/district-wide newsletter will be developed on a monthly basis highlighting central office departments	Central Office Administration	<ul style="list-style-type: none"> ● Newsletter distributed monthly ● Monday Memo 	N/A	On-going
6. Implement iWalkthrough	Administrators Teachers	<ul style="list-style-type: none"> ● Data to be shared and reviewed by administrators with staff 	iWalkthrough	On-going

Focus Area	Professional Responsibility
Goal # 2	The school district will promote a culture of professional responsibility.
Objective	To build a culture that promotes professional responsibility and deters unprofessional behaviors.

1. Offer workshops on professional responsibility.	Assistant Superintendent for Personnel PD Committee	<ul style="list-style-type: none"> • Team Module #5 has new teachers work through scenarios where they have to decide how to handle a problem professionally. • Appropriate use of electronic communication 	Professional resources	On-going
2. Have intervention programming in place for staff who exhibits unprofessional actions.	PD Committee Administrators	<ul style="list-style-type: none"> • Development of Program 	Resources, models	On-going
3. A hotline process to provide a venue for a dialogue with a neutral third party to discuss unprofessional actions (teacher to teacher).	Administrators PD Committee District Climate Committee	<ul style="list-style-type: none"> • Research resources 	Professional resources	On-going
4. Recognize and reward staff who are models of excellence in professional responsibility	Administrators Teachers	<ul style="list-style-type: none"> • Staff member of the month • Teacher, Administrator and Para of the year 	N/A	On-going

5. Create a list of professional responsibility attributes. What does this look like...	Administrators TEVAL Committee PDEC	<ul style="list-style-type: none"> ● Share list with staff ● "Look in the Mirror Program" - Midstate 	Professional resources	On-going
7. Develop District Handbook related to District Policies and Practices for Staff	Central Office Administration District Administrators	<ul style="list-style-type: none"> ● Completion of district handbook ● Needs to include policy updates as recommended by District Leadership Team 		April 2017

Focus Area	Professional Responsibility
Goal #3	The school district will benefit by having employees in their teaching assignments more consistently.
Objective	To improve the absenteeism rate of district staff.

1. Utilize staff attendance data to develop plans to address patterns.	Assistant Superintendent of Personnel	<ul style="list-style-type: none"> Develop baseline data Document by month 	Eschools	On-going
2. Offer staff wellness programs. <ul style="list-style-type: none"> 8-week wellness informational program Stress release program Pedometer walking program 	Administrators Wellness Management Team	<ul style="list-style-type: none"> Document participants in wellness programs. Weight Watchers YMCA 	District Funding	On-going / Completed
3. Offer curriculum writing after school with stipend as an alternative to pulling teachers away from their teaching assignment.	Administrators Teachers	<ul style="list-style-type: none"> Document progress and compare absentee data. Need to continue to review this and discuss alternatives. 	Eschools	On-going
4. Schedule meetings with staff after or before their workday.	Administrators Teachers	<ul style="list-style-type: none"> The PD/Evaluation Committee could move to after school. 	N/A	On-going
5. Perfect Attendance Program	Central Office	<ul style="list-style-type: none"> Criteria needs to be developed Rollout with staff and union 	N/A	On-going

<p>6. Share data on how absenteeism affects students and the quality of teaching they receive.</p>	<p>Administrators Teachers Data Team</p>	<ul style="list-style-type: none">• Document number of substitutes used, shortages, and how many classrooms had to combine. Share this data with all stakeholders.	<p>Research</p>	<p>On-going</p>
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Focus Area	Professional Responsibility
Goal # 4	Recruitment and Retention
Objective	To build a culture that recruits excellence within and without the district and works to retain excellent staff within our district.

Give teachers and administrators professional opportunities to grow into different roles.	Central Office Curriculum Department	<ul style="list-style-type: none"> ● Innovation Team ● Committee Leaders ● Teacher Leaders ● Administrative Interns ● Teacher Interns ● PD Presenters ● Instructional Coaches 		On-going
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