

FREQUENTLY ASKED QUESTIONS REGARDING THE PROFESSIONAL DEVELOPMENT BINDER PROCESS

- 1. If I have more than one endorsement, do I need to create a (IPGP) Individualized Professional growth Plan for each endorsement?**
 - No, you can create one *IPGP* with one goal that is broad enough to address professional learning in multiple endorsements areas.

- 2. If I am working on my credential through an Alternative certification process, do I need to also complete a professional development binder?**
 - Yes, all educators are required to complete a *Professional Development Binder*. Those teachers going through an alternative certification should look to embed that process into the documentation of the *Professional Development Binder*.

- 3. Who is responsible for paying the renewal fee? Me or the school district?**
 - The educator, not the school district is responsible for paying renewal fees.

- 4. What opportunities exist for professional development in the district?**
 - Professional development opportunities are available in many different ways. The school district supports educators identifying and completing activities that will best support their attainment of their professional goals. Page 2 of the *Documentation of Professional Learning Sheet* identifies a number of both traditional and job-embedded activities staff can consider for professional development.

- 5. Do I pay for all of my professional development or can the district help with some of those expenses?**
 - The school district looks to provide staff members with in-house professional development when appropriate as well as support staff who wish to take a course or attend a workshop that is a cost. The terms of what funds are available to staff are outlined in the *Collective Bargaining Agreement (CBA)*. Staff can also contact the *Business Office* with any questions they have.

- 6. How often is my Professional Development Binder checked? By who?**
 - *Professional Development Binders* are reviewed at least once a year by each school's *Building Learning Committee*. The *BLC* should provide staff with the review dates at the beginning of each school year so that staff can be prepared for that review.

- 7. Do para-educators need to create a Professional Development Binder even if they are not certified?**
 - Yes, the *Professional Development Binder* is required of all educational staff employed in SAU 56.