

I. PROFESSIONAL LEARNING AND STAFF DEVELOPMENT

The Albemarle County School Board (“Board”) provides a program of high-quality professional development (“PD”)/learning:

- in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and licensed administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
- as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with special capacities, and students who have been identified as English language learners to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;
- in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula;
- for licensed administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel;
- designed to educate School Board employees about bullying as defined in Va. Code § 22.1-276.01 and the need to create a bully-free environment; and
- to align professional practices with the Board’s strategic plan, priorities and initiatives; and vetted to determine whether or not it is likely to close achievement gaps.

In addition, the Board provides teachers and principals with high-quality professional development each year in:

- instructional content;
- instructional practices for equitable outcomes;
- the preparation of tests and other assessment measures;
- methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;
- instruction and remediation techniques in English, mathematics, science, and history and social science;

- interpreting test data for instructional purposes;
- technology applications to implement the Standards of Learning; and
- effective classroom management.

In addition, the Board meets all state-required professional learning expectations as identified by VA Code:

Va. Code § 22.1-298.8(A) §§ 22.1-19.1: All licensed personnel are required to participate each year in professional development/learning activities. However, no elementary or secondary school teacher is required to participate more than once per topic within six (6) months of hire by the Board and once every five (5) years thereafter in any non-academic training activity. ~~regarding appropriate management of student conduct and student offenses in violation of School Board policies or~~ Except that participation in additional training relating to secure mandatory test violations as set for in Va. Code §§ 22.1-19.1 and 22.292.1 may be required as determined by ~~unless~~ the School Board or superintendent if it is determined that such additional training is necessary to comply with federal or state law or to remediate misconduct. Each teacher who completes such training must sign a written attestation that the teacher has been trained in and understands the relevant subject matter.

The total frequency and duration of non-academic training activities in which each public elementary or secondary school teacher is required to participate pursuant to (i) state law or regulation or (ii) policy or regulation of the School Board shall not exceed 25 hours every five (5) years. Any non-academic training a teacher voluntarily participates in does not count toward this maximum number of hours. The provisions of § 22.1-298.8(B) do not apply to any non-academic training activity or other training activity in which any public-school teacher is required to participate pursuant to federal law or regulation.

As used in this section, "non-academic training activity" means any training activity in which any public elementary or secondary school teacher is required to participate that is not related to the teacher's instructional, academic, or curricular duties. "Non-academic training activity" does not include any requirement relating to licensure.

Va. Code § 22.1-253.13:5: The Board will provide high-quality professional development and training in science-based reading research and evidence-based literacy instruction, in alignment with the Virginia Literacy Act ~~of~~ or an alternative program that consists of evidence-based literacy instruction and aligns with science-based reading research approved by the Department, for:

- each elementary school principal and each teacher with an endorsement in early/primary education preschool through grade three, elementary education preschool through grade six, special education general curriculum kindergarten through grade 12, special education deaf and hard of hearing preschool through grade 12, special education blindness/visual impairments preschool through grade 12, or English as a second language preschool

through grade 12, or as a reading specialist that builds proficiency in evidence-based literacy instruction and science-based reading research in order to aid in the licensure renewal process for such individuals;

- each teacher with an endorsement in middle education grades six through eight who teaches English that builds proficiency in evidence-based literacy instruction and science-based reading research; and
- each middle school principal and teacher with an endorsement in middle education grades six through eight who teaches mathematics, science, or history and social science that builds an awareness of evidence-based literacy instruction and science-based reading research.

Va. Code § 22.1-214.4(11): Beginning no later than the 2027-2028 school year, the Board will provide high-quality professional development in implementing the Virginia IEP, and the referral, evaluation, reevaluation and eligibility forms and worksheets referenced in Va. Code §22.1-214.4(6), for each teacher with a provisional special education license or an endorsement in special education general curriculum kindergarten through grade 12, special education deaf and hard of hearing preschool through grade 12, and special education blindness and visual impairments preschool through grade 12.

Beginning no later than the 2027-2028 school year, the Board will provide high-quality professional development in instructional practices to support specially designed instruction in inclusive settings for:

- each teacher with a provisional general education license or an endorsement in early/primary education preschool through grade three, elementary education preschool through grade six, and secondary education grades six through 12;
- each principal with an endorsement in administration and supervision preschool through grade 12;
- each teacher's aide or other paraprofessional; and
- any teacher with a provisional special education license for whom the School Board determines there is a need for such professional development.

Va. Code § 22.1-253.13:5(C): The Board may provide high-quality professional development each year in communicating with and supporting students with autism spectrum disorder for any instructional personnel and School Board employees whose duties include regular contact with students. Such training is optional, and if given, will be provided in accordance with the guidance that includes:

- an overview of the characteristics and behavioral recognition of autism spectrum disorder;
- strategies for communicating and interacting with and supporting students with autism spectrum disorder, and
- best practices for responding to and de-escalating certain behavioral challenges and situations.

Va. Code § 22.1-298.6: Furthermore, each teacher and instructional assistant must complete a mental health awareness training or similar program.

Va. Code § 22.1-298.7: Every employee holding a license issued by the Board of Education must complete cultural competency training, in accordance with guidance issued by the Board of Education, at least every two (2) years.

VA Code § 2.2-1211: All state employees commencing or recommencing employment with the Commonwealth on or after January 1, 2021, shall complete an online diversity and cultural competency training module provided by the Department pursuant to subdivision A 9 of § 2.2-1201 within 90 days of commencing or recommencing such employment. Each state agency shall maintain records showing that each employee has completed the training required by this section and the date on which such training was completed.

The Board annually reviews its professional development/learning program for quality, effectiveness, participation by licensed personnel and relevancy to the instructional needs of teachers, the ability to close achievement gaps, and the academic achievement needs of all students in the school division.

Adopted: September 12, 2019
 Reviewed: September 9, 2021; May 9, 2024
 Amended: _____October 10, 2024
 Equity Review: _____September 9, 2021

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-23.3, 22.1-253.13:5, 22.1--276.01, 22.1-291.4, 22.1-298.6, and 22.1-298.7, ~~and 22.1-253.13:5.~~

Cross Ref.: ACC, *Anti-Racism*
 AE, *School Division Goals and Objectives*
 GCA, *Personnel – Definitions*
 GCC, *Leave Program*
 GCLA, *Professional Learning Time and Leave*

GCLC, *Payment for Advanced Degrees*

JBA, *Policy on the Treatment of Transgender and Gender-Expansive Students*

IGAK, *Equity Education*

PROCEDURES FOR PROFESSIONAL DEVELOPMENT

I. REQUIRED PROFESSIONAL DEVELOPMENT

A. Required Professional Development During Contract Hours

Required professional development will generally occur during regularly scheduled contract hours, or on days reserved by ACPS for professional development. Professional Development Days must be indicated on the school year calendar by August 1 each year, and may change during unforeseen circumstances including, but not limited to inclement weather closings. Any required professional development licensed staff are expected to attend outside of Professional Development Days or contract hours shall be compensated in accordance with the rates of pay on the Supplemental Pay Scale. It is understood that from time to time, Federal and State agencies will mandate training that is required and is beyond the control of the Division to allocate additional time but must still be completed.

B. Compensation for Professional Development Outside of Contract Day

1. Licensed staff will be compensated for any Division-mandated courses that require work or attendance outside of their contract day, according to the Supplemental Pay Scale. Licensed staff who choose to attend PD outside of their contract hours or days will not receive additional compensation.
2. The Supplemental Pay Scale will tie hourly rates for licensed staff PD to the Teacher Extra Hours rate. This rate is understood to be the employee's hourly rate.

C. Obligations for Part-time Employees

The professional development requirements for part-time licensed staff shall be directly proportional to their FTE (e.g., an employee with a .5 FTE must attend professional development events for only half the time allotted for the session, or they may attend for the full allotment of time for only half the number of required events). For any training related to safety, security, or mandated by state or federal law, the training must be completed in its entirety regardless of the portion of FTE the employee is assigned to work. Such training is not included in the proportional amount of training for part-time Employees. Part-time licensed staff are welcome to attend a greater number of PD sessions or may attend sessions longer voluntarily but will not receive additional compensation.

D. Professional Development for Teaching Assistants

Teaching assistants shall have the opportunity to sign up for and attend training or PD sessions on designated PD days or other non-student days when the content of the PD or training pertains to their classroom assignment or duties as space permits. Employees will obtain the authorization of their supervisor or principal prior to attending and the supervisor is responsible for providing funding to compensate the employee at the employee's hourly rate.

II. REGISTRATION FEES AND REIMBURSEMENT

Expenses for attending PD outside of the Division may be covered by the school/department from their own budgets in a manner that is fair and consistent. The ACPS Department of Professional Development shall maintain a Reimbursement Program that aligns with the Division's goals and objectives.

Employees may be required to reimburse the Division for expenses for failure to attend PD. Employees will be required to show proof of completion or acceptable grade/score when seeking reimbursement.

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