

Professional Learning
Janis Parrish, Professional Learning Director
janis.parrish@bremencs.com

Bremen City Schools Professional Learning Committee
2011-12

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| Janis Parrish, Chair | David Hicks |
| Anne Chaffin | Brian Wheeler |
| Celia Edwards | Bill Garrett |
| Christa Smith | Duane McManus |
| Silas Brown | Diane Dorch |
| Robert Dorch | Brian Evans |

Bremen City Schools Professional Learning Calendar
2011-12

August – Staff / Student Motivation

September – Writing

October – Common Core Standards

November – Differentiation

December - HAPPY HOLIDAYS

January – Understanding our Student Population (Poverty Training)

February – Needs of the Special Education Student

March - Assessment / RTI

Each month the administrative team at the school level will lead the faculty and staff in professional learning involving the topics above.

Each year, schools assess their professional growth needs by examining achievement data and other student needs. The system professional learning needs assessment derives from school needs and is the impetus for system planning. The Bremen City Schools System Professional Learning Committee meets to review the needs that each school has cited and derive at system professional learning goals. This group then votes on the job-embedded professional learning

opportunities that are granted professional learning unit credit by Bremen City Schools. This applies to certified staff and the coursework can be specific to each school. Each year, Bremen City has 20 clock hours of professional learning that is required of all certified employees and are a part of their regular contracted work calendar.

Paraprofessionals are involved in 2 PLUs credit that is job-embedded. The goal of this professional learning opportunity is to train the paraprofessionals to feel competent and knowledgeable as they work side by side with certified teachers to meet the needs of our students. Paraprofessionals must also be recertified every five years, as the certified staff members. They must also accumulate 10 PLU credits over this period of time. All paraprofessionals at Bremen City Schools are required to participate in 20 hours of professional learning as deemed by the principal of the school where they are employed. This can vary from the professional learning that is offered on-site to the certified staff or specific trainings that might be held elsewhere.

In Bremen City Schools, teachers and paraprofessionals have a wide variety of professional learning opportunities in addition to the job-embedded opportunities. These opportunities may be through NW Georgia RESA, area colleges, regional workshops, and professional conferences. Professional learning credit at workshops and professional conferences must be pre-approved by the Director of Professional Learning. Paperwork to verify attendance where credit is granted should be submitted to the director upon return from the professional learning opportunity.

RESA Registration Information

In order to register for a RESA class or workshop, the employee must register on-line at www.nwgaresa.com, the RESA website. If needed, training is available from the professional learning director. This request is automatically forwarded to the building level principal for approval and then to the professional learning director for approval. After the request is processed at RESA, the employee, the building principal, and the professional learning director, are notified by e-mail that the individual is registered for the class. After one week of submitting a registration on-line, please contact the professional learning director if you have not received confirmation that you have been added to the class.

If an employee cannot attend a RESA class or workshop for which he/ she is registered, it is the employee's responsibility to call RESA to cancel at least one week ahead of time except for emergencies. If the employee does not cancel and does not attend, he / she must pay the no-show fee.

Teacher Certification Renewal

Employment as a professional educator or a paraprofessional at Bremen City Schools depends on possession of proper certification or license. **Certification renewal is each employee's personal responsibility.** Although the Professional Learning Office notifies employees when certificates or licenses are nearing expiration, the system is not obligated to do so. The employee has the responsibility of earning renewal credit, sending appropriate documentation to Mrs. Parrish and filling out necessary paperwork for the state's Professional Standards Commission before the

expiration deadline. Anyone who does not know the certification or licensing requirements for his / her job should talk to Mrs. Janis Parrish at the Bremen Board of Education.

New Teacher Induction

All new employees in Bremen City Schools meet with the Superintendent as a part of their induction to the school system. System induction occurs as a part of the local school induction that occurs at each school site. Included in the induction process, new employees meet with the following system level staff:

Brian Wheeler (Designee) - Director of Technology

Suzanne Robinson - Payroll and Benefits

Employee Benefits Group Inc. - Benefits Manager for Bremen City Schools (Kristel Lively - Representative)

The Superintendent, Assistant Superintendent, and Director of Special Education plan collaboratively with Principals on topics to be covered and as needed, participate in the local school induction with new employees. New teachers are assigned a fellow teacher within their grade or department to assist them with acclimation to Bremen City Schools.