Professional Learning

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Bremen City Schools Professional Learning Committee

Christa Smith, Chair	David Hicks
Scott Hodges	Brian Wheeler
Allen Pullen	Bill Garrett
Brian Evans	Silas Brown
Tim Huff	Ashley McGill
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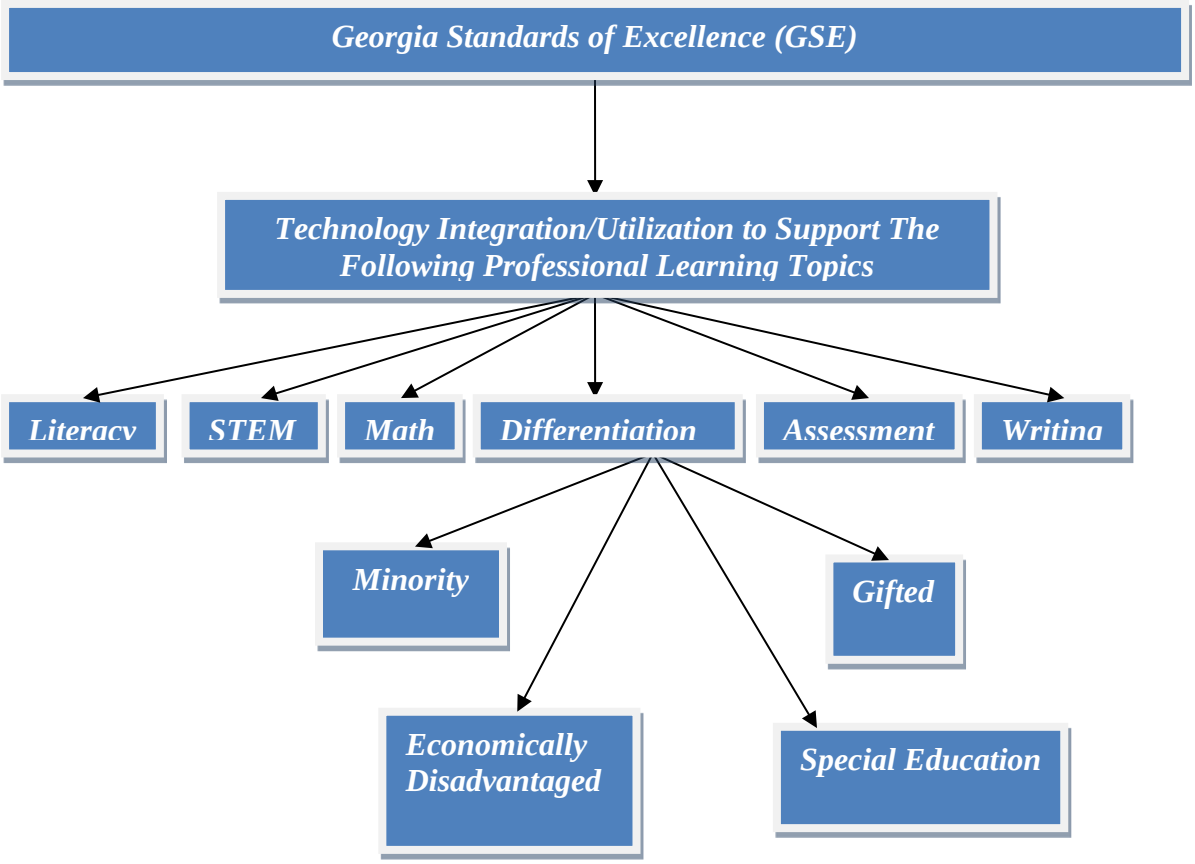
Bremen City Schools Professional Learning Plan



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 of each school and derives system professional learning topics. This group then determines 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.

Non-certified staff (e.g. classroom paraprofessionals) is involved in PLU 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 staff to meet the needs of our students. Paraprofessionals must be recertified every five years, as the certified staff members. They must 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.

At Bremen City Schools, certified and non-certified staff has 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 Curriculum/Instruction. Paperwork to verify attendance where credit is granted should be submitted to the director upon return from the professional learning opportunity.

All staff Professional Learning requests must be first approved by the building level Principal and then submitted via email to the Curriculum Director for approval prior to completing a purchase order and submitting it for approval. Each email request submitted to the Curriculum Director must include the following information: registration fee, estimated expenses including food, travel (.565 per mile) and lodging (if applicable). Once a PL request is approved, the staff member and principal will be emailed. The staff member can then complete the appropriate paperwork (PO, registration forms, etc.) and submit via interoffice mail to Central Office Accounts Payable for a second approval. This approved paperwork will be forwarded to System Accountant and Curriculum Director for approval and then to the Superintendent for final approval. Once a staff member receives the approved PO, etc., he/she may register for the requested Professional Learning opportunity. After events take place, travel reimbursements with appropriate supporting documentation are submitted to Central Office Accounts Payable.

Technology

Comprehensive professional learning should provide the knowledge and skills necessary to seamlessly integrate technology into the curriculum. Technology professional learning opportunities provided by the district are performed at the school level. These opportunities involve training in areas that are needed to support instruction and curriculum. Technology professional learning is usually performed by a member of the Technology Department, or by a

faculty member who has already received training at a previous professional learning opportunity. Technology is an ever expanding area of instructional curriculum and a critical component of blended learning environments. Our faculty is encouraged to seek every opportunity to expand their knowledge in the areas of digital learning and technology.

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. This request is automatically forwarded to the building level principal for approval and then to the curriculum director for approval. After the request is processed at RESA, the employee, the building principal, and the curriculum 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 Mr. Duane McManus 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 Mr. Duane McManus 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:

Christa Smith – Assistant Superintendent
Brian Wheeler (Designee) - Director of Technology
Suzanne Robinson - Payroll and Benefits
Alexander and Company - Benefits Manager for Bremen City Schools

The Superintendent, Assistant Superintendent, and Director of Curriculum/Instruction 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.