

**2018-2019**  
**Knox County Schools**  
**UNSCHEDULED IN-SERVICE PROGRAM GUIDELINES**  
**Certified & Classified Personnel**

A plan of professional growth activities, which provides for the continuing education of support personnel, teachers, principals, and central office personnel, is an essential component of the instructional program of the Knox County Schools. The in-service program is a vehicle by which the professional growth goals of the system, the school, and the individual employee may be pursued. In developing the following guidelines, the major objectives are to provide coherent and relevant professional learning opportunities, provide flexibility for professional educators to personalize their learning according to their needs, and assist the district and individual schools to become learning organizations.

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**REQUIREMENTS**

**Certified personnel** (excluding 242 & 255-day contracts) have twelve (12) *unscheduled in-service hours* included in the employment agreement. These teacher-selected hours are equivalent to two days of contractual obligation. Unscheduled in-service hours may be earned through any combination of building-level or system-provided activities. Each employee shall maintain a record of his/her accumulated in-service hours under the direction of his/her principal or immediate supervisor. **All eligible activities shall be recorded on the teacher’s electronic transcript, which shall serve as the official record of completed activities. It shall be the employee’s responsibility to record activities immediately upon completion. “Out-of-district” credit for unscheduled in-service activities MUST be approved by the building-level principal and appropriate supervisor PRIOR to completion of the activity.** All activities must occur between May 1, 2018 and April 30, 2019 and must be recorded on the electronic transcript no later than 11:59 p.m. on April 30, 2019.

Certified employees are also required to document six (6) parent contact hours. Principals or supervisors will determine the appropriate procedure for documenting parent contact hours.

**It is the responsibility of the employee to regularly monitor his/her My Learning Plan transcript for accuracy.**

<b>CERTIFIED EMPLOYEES (Minimum Requirements)</b>			
<b>Employment Agreement Start Date</b>	<b>Number of <u>Unscheduled In-Service Hours</u> Included in the Employment Agreement</b>	<b>Number of <u>Parent Contact Hours</u> Included in the Employment Agreement</b>	<b><u>Total Hours</u> Included in the Employment Agreement</b>
December 14, 2018 or before	<b>12</b>	<b>6</b>	<b>18</b>
December 17, 2018 - March 8, 2019	<b>6</b>	<b>6</b>	<b>12</b>
Employees hired on or after March 11, 2019 will not have unscheduled in-service hours or parent contact hours included in the employment agreement and therefore are NOT required to earn them.			

**Classified personnel** (excluding 242 & 255-day contracts) are required to earn a total of 18 unscheduled in-service hours as determined by the building-level administrator and/or department supervisor/director. The principal or immediate supervisor will establish a procedure to propose, approve and/or review the employee’s eligible activities for credit. Classified employees should consider school and district instructional priorities as well as relevance to job assignment when engaging in professional learning activities. Principals (or designees) should create a protocol for documenting professional learning activities for classified personnel. Classified employees who would like to receive credit for an activity out of our district **must receive prior approval from the appropriate principal, supervisors, and/or director.**

**Classified personnel should keep up with their own certificates / hours.**

<b>CLASSIFIED EMPLOYEES (Minimum Requirements)</b>	
<b>Employment Agreement Start Date</b>	<b>Number of <u>Unscheduled In-Service Hours</u> Included in the Employment Agreement</b>
October 5, 2018 or before	18
October 8 - December 14, 2018	12
December 17, 2018 - March 8, 2019	6
Employees hired on or after March 11, 2019 will not have unscheduled in-service hours included in the employment agreement and therefore are NOT required to earn them.	

## **REDUCTION IN PAY**

Certified and classified staff are compensated for unscheduled in-service and parent contact hours as part of their employment agreement. Failure to meet the specified requirements outlined above will result in a reduction in pay. **PARTIAL COMPLETION OF THE REQUIRED ACTIVITIES DOES NOT WARRANT COMPENSATION.** *Employees should direct specific questions regarding the employment agreement to the KCS Payroll office (594-1693).*

## **“NUMBER OF HOURS” AND “OFF-CONTRACT” ACTIVITIES**

Certified employee agreements include 12 hours (two paid days) for off-contract (outside of the work day) professional learning activities and 6 hours (one paid day) for parent contact activities. Classified employee agreements include 18 hours (three paid days) for off-contract personal learning activities. Personal leave days may not be used in lieu of unscheduled in-service hours. Activities completed during time for which personnel are already paid may NOT be counted toward the requirement. Paid professional leave, activities which include an employee stipend, release time from teaching, comp days, inclement weather days, and scheduled *District Learning Days* are examples of situations for which one MAY NOT receive credit towards unscheduled in-service.

## **CREDIT**

Depending upon the type of professional learning activity, credit may or may not be “hour for hour.” Traditional professional learning sessions or courses where participant activity is quantified through scheduled start and stop times will most often be credited in this manner. Other activities, which are more self-paced or less-defined session attendance, may incorporate demonstrable outcomes related to educator competency in a specific skill or practice. In these cases, the creation and/or collection of artifacts resulting from educators’ learning, educators’ reflections, the analysis of student work samples, etc. may equate to “credits” for professional learning. These less traditional examples of professional learning (e.g. micro-credentials, personal learning plans, etc.) may require teacher and supervisor collaboration, as well as consultation with the Office of Professional Learning, to determine the appropriateness of a plan and potential for earning unscheduled in-service hours. See #9 under the “Activities that Require Prior Approval” section for the amount of credit received for presenting on a District Learning Day, or click [HERE](#).

## **TYPES OF PROFESSIONAL LEARNING ACTIVITIES**

### **District-Sponsored**

Activities sponsored by the district and/or district staff. These activities align to the KCS strategic plan and district instructional priorities.

### **Building-Sponsored**

Activities sponsored by an individual school and/or school staff. These activities should be driven by the school improvement plan and individualized staff needs.

### **In-District**

Any activity sponsored by KCS and listed in the electronic catalog may be awarded credit as designated by the proposer. Some activities outside the teaching assignment may require prior approval.

### **Out-of-District**

Any activity sponsored by an organization outside of KCS **and/or** NOT listed in the electronic catalog. The building-level principal and appropriate supervisor must give **PRIOR APPROVAL** for “out-of-district” activities.

### **PRIOR APPROVAL**

In addition to out-of-district activities, the principal or supervisor may require prior approval for specific in-service activities based on the needs of the school and/or an individual staff member’s professional growth needs. The principal and/or supervisor will communicate those expectations to staff where appropriate.

### **LICENSE RENEWAL / PROFESSIONAL DEVELOPMENT POINTS (PDP)**

Activities completed in accordance with state guidelines must be submitted for approval through the educator’s TNCompass profile.

FAQ for PDPs - <https://www.tn.gov/education/licensing/renew-a-license/pdp-faq-for-educators.html>

Log in to TNCompass - <https://www.tncompass.org/Account/Login?ReturnUrl=%2f>

### **REQUIRED TRAINING**

State statute requires that employees receive *Bloodborne Pathogens, Suicide Prevention, Child Sexual Abuse* and *OSHA Hazardous Materials* training. The Knox County Schools offers this training through video. Employees are required to provide documentation of viewing these training videos each school year. The building-level administrator or direct supervisor may award unscheduled in-service hours if this training is completed off-contract.

### **APPROVED IN-SERVICE ACTIVITIES**

Unscheduled In-service requirements shall be fulfilled by participation in activities from the professional growth categories itemized below:

Pre-Approved Activities:

1. District-Sponsored Workshops – professional learning activities (online or in-person) scheduled by the Knox County Schools. These are considered “In-District” activities and are listed in the electronic catalog. Examples: instructional technology, reading and math workshops, art workshops, physical education clinics, and instructional or curriculum improvement meetings.
2. Pre-Approved Organizations For “Out Of District” Credit (no prior-approval needed) – **IB, ACT, Collegeboard/AP, State sponsored training** (role-specific). Follow “out of district” protocol for documentation. *Each department may identify additional pre-approved subject-specific organizations.*  
*Excludes activities for which participants are compensated.*

Activities that Require Prior Approval:

1. School-Sponsored Study Teams
  - a. A plan identifying who will participate, calendar of events, and how the work of the team will be assessed must be submitted to the Principal or the appropriate Supervisor
  - b. Must have prior approval**
  - c. Participants must not receive other remuneration
  - d. If the study team is using a book as part of the study, independent reading time may not count as part of the hours
2. Area and Regional Conferences, Symposia, and Non-Credit Courses conducted by colleges, educational consortia, or commercial educational enterprises.
3. Regional, State, and National Conferences – Conducted by professional associations for curricular and/or instructional improvement or program administration. Examples: ASCD, LEAD, Learning Forward, NSTA, NCTE, NCTM, AAHPER, NASSP, AASA, TAMS, NAESP, TAESP, TASC, etc.
4. Advanced Ed. – (Self-Study Committees) Activities must occur during off contract hours.
5. School Improvement Planning and Progress Monitoring Teams – Activities must occur during off contract hours.
6. Independent Writing – Professional published articles:
  - Must be in state, regional, or national journal
  - Writer may not be receiving other remuneration
7. Curriculum Development:
  - Organized by subject area supervisor
  - May not be receiving other remuneration
8. Textbook Review and Selection
  - Organized by departmental supervisors in conjunction with current textbook adoption cycle
  - Must be done beyond regular contract time
9. Preparing and Leading Professional Learning (advising, presenting, or facilitating)
  - Must be approved by principal or content area supervisor
  - Leader may not be receiving remuneration other than travel expenses
  - Maximum credit of TRIPLE the presentation time will be allowed for preparation time if session is OFF contract
  - Maximum credit of DOUBLE the presentation time will be allowed for preparation time if session is ON contract
10. Consulting – Serving as a consultant for state, regional, or national conference:
  - Consultant may not be receiving remuneration other than travel expenses
  - Consulting must be done beyond the regular contract time

11. Leadership responsibilities (holding office) in professional educational organizations as listed in number five above.

### **NON-APPROVED IN-SERVICE ACTIVITIES**

Activities and assignments, which are a necessary part of the day-to-day operation of the school program, are not eligible to be included in the personal professional growth program. Examples of ineligible activities are itemized below.

1. College courses taken for credit or certification renewal
2. **Any workshop taken for recertification credit** (Educators are encouraged to keep additional records regarding recertification activities)
3. Routine duties such as compiling class rolls, scheduling, counting texts, housekeeping chores, grading papers, marking grades, compiling registers, taking inventory, etc.
4. Routine administrative faculty meetings
5. Faculty Committees
6. Functions of department chairmen
7. Routine administrative meetings called by supervisor on fourth and fifth Tuesdays
8. Work assignments for extra- curricular activities such as ball games, plays, band practice, etc.
9. Club sponsorship
10. Bus duty
11. Jury duty
12. P.T.A., P.T.O., school improvement associations, and school open house
13. School board meetings
14. Field Trips
15. Fairs
16. Standalone viewing of television, movies, or other digital programming
17. Computer practice
18. Professional organizations' business meetings
19. Programs or meetings concerned with personnel benefits such as salaries, insurance, retirement, credit unions, etc.

- 20. Personal leave
- 21. Student device deployment events (1 to 1 schools)

### **ADDITIONAL INFORMATION/PROCEDURES**

*High expectations, accurate recordkeeping, and clear procedures with regard to documenting personal learning hours is critically important each school year.*

- Unscheduled In-Service Documentation:** The electronic transcript will serve as documentation for certified staff. This electronic documentation will be used for verifying employment agreement obligations. At this time, classified staff will document unscheduled in-service hours on paper forms to be managed by the direct supervisor. **Certified and classified staff are responsible for managing and monitoring individual transcripts and ensuring that all activities are documented appropriately to meet the requirements of the employment agreement.**
- Outside Organizations Proposing Activities for Educator Credit:** Outside organizations who wish to propose a course for unscheduled in-service credit should contact the Director of Professional Learning and/or the appropriate Content-Area or Grade-Level Director/Supervisor/Specialist for approval.
- Parent Contact Hours Documentation:** *Principals should create procedures for documenting building-level parent contact hours in the electronic transcript and communicate those procedures to appropriate certified staff.* There are multiple options for documenting parent contact hours. Principals should choose the option that is most appropriate for the school.

### **Leave of Absence (LOA)**

Please contact our office if you are planning a leave of absence during the 2018-2019 school year and are unsure of the number of hours you should earn.

### **Classification Change**

If your classification changes (classified to certified or certified to classified) during the 2018-2019 school year, please contact our office before the April 30, 2019 deadline. We can assist you in making sure that all of your hours have been documented correctly.