



# 2015-2016

## Unscheduled In-Service

**Certified personnel** (excluding 242 & 255-day contracts) have 12 hours of unscheduled in-service included in the employment agreement.

### **CERTIFIED EMPLOYEES (Minimum Requirements)**

*Unscheduled in-service hours may be earned in any combination (building-level or system-wide) for the 2015-2016 SY.*

<b>Contract Start</b>	<b>Number of Unscheduled In-service Hours Included in the Employment Agreement</b>	<b>Number of Parent Contact Hours Included in the Employment Agreement</b>	<b>Total Hours Included in the Employment Agreement</b>
December 18 or before	12 (any combination)	6	18
December 21-March 11	6 (any combination)	6	12

Employees hired on after March 11, 2016 will not have unscheduled in-service hours or parent contact hours included in the employment agreement.

**Classified personnel** (excluding 242 & 255-day contracts) are required to earn a total of 18 hours of unscheduled in-service as determined by the building-level administrator and/or department supervisor/director.

### **CLASSIFIED EMPLOYEES (Minimum Requirements)**

*Unscheduled in-service hours may be earned in any combination (building-level or system-wide) for the 2015-2016 SY.*

<b>Contract Start</b>	<b>Number of Unscheduled In-service Hours Included in the Employment Agreement</b>
October 9 or before	18
October 12-December 18	12
December 21-March 11	6

Employees hired on after March 11, 2016 will not have unscheduled in-service hours included in the employment agreement.



## Knox County Schools Curriculum & Instruction Department



### Standards for Professional Learning

As we continue the important work of preparing our students for success in college and career, our energies must be focused on the professional learning priorities identified as critical to our success.

All certified and classified staff should consider the following standards and accompanying guidelines when planning and attending professional learning activities during the 2015-2016 school year.

Professional learning should align with the KnoxSchools2020 Strategic Plan as well as the Standards for Professional Learning as established by *Learning Forward*.

Standards for Professional Learning	Core elements of each standard
<b>LEARNING COMMUNITIES:</b> Professional learning that increases educator effectiveness and results for all students occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.	<ul style="list-style-type: none"> <li>• Engage in continuous improvement.</li> <li>• Develop collective responsibility.</li> <li>• Create alignment and accountability.</li> </ul>
<b>LEADERSHIP:</b> Professional learning that increases educator effectiveness and results for all students requires skillful leaders who develop capacity, advocate, and create support systems for professional learning.	<ul style="list-style-type: none"> <li>• Develop capacity for learning and leading.</li> <li>• Advocate for professional learning.</li> <li>• Create supporting systems and structures.</li> </ul>
<b>RESOURCES:</b> Professional learning that increases educator effectiveness and results for all students requires prioritizing, monitoring, and coordinating resources for educator learning.	<ul style="list-style-type: none"> <li>• Prioritize human, fiscal, material, technology, and time resources.</li> <li>• Monitor resources.</li> <li>• Coordinate resources.</li> </ul>
<b>DATA:</b> Professional learning that increases educator effectiveness and results for all students uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.	<ul style="list-style-type: none"> <li>• Analyze student, educator, and system data.</li> <li>• Assess progress.</li> <li>• Evaluate professional learning.</li> </ul>
<b>LEARNING DESIGNS:</b> Professional learning that increases educator effectiveness and results for all students integrates theories, research, and models of human learning to achieve its intended outcomes.	<ul style="list-style-type: none"> <li>• Apply learning research, theories, and models.</li> <li>• Select learning designs.</li> <li>• Promote active engagement.</li> </ul>
<b>IMPLEMENTATION:</b> Professional learning that increases educator effectiveness and results for all students applies research on change and sustains support for implementation of professional learning for long-term change.	<ul style="list-style-type: none"> <li>• Apply change research.</li> <li>• Sustain implementation.</li> <li>• Provide constructive feedback.</li> </ul>
<b>OUTCOMES:</b> Professional learning that increases educator effectiveness and results for all students aligns its outcomes with educator performance and student curriculum standards.	<ul style="list-style-type: none"> <li>• Meet performance standards.</li> <li>• Address learning outcomes.</li> <li>• Build coherence.</li> </ul>

Please visit the Knox County Schools Professional Development [website](#) for additional information on professional learning, unscheduled in-service, and RANDA Tower PD Management.

**Knox County Schools**  
**PROCEDURES FOR UNSCHEDULED IN-SERVICE**  
**Certified & Classified Personnel**  
**(12 HOURS)**

**2015-2016**

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 system-wide professional development opportunities, provide flexibility for professional educators to plan and to implement a personalized professional growth program, and assist the individual school in becoming a learning organization.

**REQUIREMENTS**

**Certified personnel** (excluding 242 & 255-day contracts) have 12 hours of unscheduled in-service included in the employment agreement. **Unscheduled in-service hours may be earned in any combination (building-level or system-wide) for the 2015-2016 SY.** Each employee shall maintain a record of professional growth activities under the direction of his/her principal or immediate supervisor. **All eligible activities shall be recorded on the teacher's electronic transcript. It shall be the employee's responsibility to record the activity immediately upon completion.** All activities must occur between May 16, 2015 and April 30, 2016 and must be recorded on the electronic transcript no later than 11:59 p.m. on April 30, 2016.

<b>CERTIFIED EMPLOYEES (Minimum Requirements)</b>			
<b>Contract Start</b>	<b>Number of Unscheduled In-service Hours Included in the Employment Agreement</b>	<b>Number of Parent Contact Hours Included in the Employment Agreement</b>	<b>Total Hours Included in the Employment Agreement</b>
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**Classified personnel** (excluding 242 & 255-day contracts) are required to earn a total of 18 hours of unscheduled in-service as determined by the building-level administrator and/or department supervisor/director.

<b>CLASSIFIED EMPLOYEES (Minimum Requirements)</b>	
<b>Contract Start</b>	<b>Number of Unscheduled In-service Hours Included in the Employment Agreement</b>
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**“Out-of-district” credit for in-service hours must approved by the building-level principal and appropriate supervisor. *Unscheduled in-service hours documentation will be certified by central office personnel for payroll purposes as well as a function of the APEX verification process.*** Certified employees should document six (6) parent contact hours as directed by the principal or immediate supervisor. Building-level principals will determine the appropriate procedure for documenting parent contact hours.

For classified personnel, eighteen (18) total hours unscheduled in-service must be earned. The principal or immediate supervisor will establish a procedure to propose, approve and/or review the employee’s proposed eligible activities for building-level or system-wide credit.

As certified and classified staff are compensated for unscheduled in-service hours as part of their employment agreement, failure to meet the specified requirements will result in a reduction in pay. Partial completion does not warrant compensation. ***Employees should direct specific questions regarding the employment agreement to the KCS Payroll office (594-1693).***

1. “Day” and “Period” – Unscheduled in-service day and in-service period are defined as follows:
  - a. Unscheduled in-service day: six hours. (Scheduled In-service days are 7 hours and 45 minutes.)
  - b. In-service period: between May 16, 2015 and April 30, 2016.
2. Deadlines – All certified personnel shall complete, during the in-service period, an equivalent of two days (12 hours) of professional growth activities. The unscheduled in-service days must be recorded electronically by 11:59 p.m. on April 30, 2016. There will be no partial payment for hours.
3. “Unscheduled” – Certified employee agreements include 6 hours (two paid days) for unscheduled in-service and 6 hours (one paid day) for parent contact. Classified employee agreements include 18 hours (three paid days) for unscheduled in-service. Personal leave days may not be used in lieu of unscheduled in-service hours. Activities completed during time for which personnel are paid may not be counted toward the requirement. Paid professional leave, released time from teaching, comp days, and scheduled in-service days are examples of situations for which one MAY NOT receive unscheduled in-service credit (also applies to stipends received for services).
4. Credit – Credit will be hour for hour unless otherwise specified in these guidelines.
5. Prior Approval – Prior approval is required for certain activities. All teachers, including itinerants, shall obtain prior approval from the immediate supervisor.
6. “In-District” – Any activity sponsored by KCS and listed in the electronic catalog. These activities may be for building-level or system-wide credit as designated by the proposer. Some activities outside the teaching assignment may require prior approval.
7. “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 approve “out of district” activities.
8. Recertification and Renewal: Any activities designated for renewal or recertification documentation must be beyond those required by the employment agreement.
9. State statute requires employees receive *Bloodborne Pathogens, Suicide Prevention* 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.

## Guidelines to consider in selecting activities for unscheduled in-service hours

- 1) Related to subject area content
- 2) General pedagogy/teaching strategies
- 3) Focused on system goals
- 4) Individual/Department Professional Growth

### APPROVED ACTIVITIES

Unscheduled in-service requirements shall be fulfilled by participation in activities from the professional growth categories itemized below. **Note that activities 3-16 are considered “out-of-district;” therefore, prior approval from the principal and departmental supervisor is required.**

1. Knox County Schools 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 scheduled outside school hours. These are considered “In-District” activities and are listed in the electronic catalog.
2. School Improvement Activities
3. System-wide and Building Level 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 building level principal or the appropriate system supervisor.
  - b. Must have prior approval of principal or subject area supervisor**
  - c. 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.
  - e. Minimum credit 3 hours
  - f. Maximum credit 6 hours
4. Area and Regional Conferences, Symposia, and Non-Credit Courses conducted by colleges, educational consortia, or commercial educational enterprises.
5. Regional, State, and National Conferences – Conducted by professional associations for curricular and/or instructional improvement or program administration. Examples: ASCD, TIRA, ACE, NSTA, NCTE, NCTM, AAHPER, NASSP, AASA, TAMS, NAESP, TAESP, NSDC, TASC, etc.
6. Southern Association of Colleges and Schools – (Self-Study Committees – Building Level Credit)
  - a. Minimum credit of 3 in-service hours
  - b. Maximum credit of 6 in-service hours
7. Work on Tennessee School Improvement Planning Process
  - a. Minimum credit of 3 in-service hours
  - b. Maximum credit of 6 in-service hours
8. Independent Writing – Professional published articles:
  - a. Must be in state, regional, or national journal
  - b. Writer may not be receiving other remuneration
  - c. Maximum credit of 3 in-service hours

9. School Visitation:
  - a. Must have prior approval and be done beyond regular contract time
  - b. Maximum credit of 3 in-service hours
10. Module Writing:
  - a. Prior Approval by subject area supervisor required
  - b. May not be receiving other remuneration
  - c. Maximum credit of 12 in-service hours
11. Textbook Review and Selection
  - a. Must be in conjunction with current textbook adoption cycle
  - b. Must be done beyond regular contract time
  - c. Maximum credit of 12 in-service hours
12. Consulting – Serving as a consultant for local or area in-service program (advising, presenting, or facilitating):
  - a. Consultant may not be receiving remuneration other than travel expenses
  - b. Must be beyond regular contract hours
  - c. Maximum credit of double the presentation time will be allowed for planning (i.e., one hour presentation = 2 hours credit)
13. Consulting – Serving as a consultant for state, regional, or national conference:
  - a. Consultant may not be receiving remuneration other than travel expenses
  - b. Consulting must be done beyond the regular contract time
  - c. Maximum credit of 6 in-service hours
14. Leadership responsibilities (holding office) and membership in professional organizations as listed in number six above.
15. Workshops and activities sponsored by the KCS Instructional Technology Department

**“Pre-Approved” Organizations for “Out-of-District” (no prior-approval needed)**  
***IB, ACT, Collegeboard/AP, State sponsored training (role-specific)***

***Excludes activities for which participants are compensated***

No form is necessary for workshops sponsored by these “pre-approved” organizations.

Follow out of district protocol for documentation.

*Each department may identify additional subject-specific organizations for pre-approval.*

## **NON-APPROVED 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. Ineligible activities are itemized below.

1. College courses taken for credit or certification renewal
2. Any workshop taken for recertification credit
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. Viewing T.V. programs
17. Viewing movies and tapes
18. Computer practice
19. Professional organizations' business meetings
20. Programs or meetings concerned with personnel benefits such as salaries, insurance, retirement, credit unions, etc.
21. Personal leave

## Additional Information/Procedures:

***High expectations, accurate recordkeeping, and clear procedures with regard to unscheduled in-service documentation will continue to be critically important as we move through this school year.***

- **Unscheduled In-Service Hours Documentation:** Building-level administrators are not responsible for documentation of ***unscheduled in-service hours***. This information will be generated electronically . This electronic documentation will be used for verifying employment agreement obligations as well as calculating APEX payouts. **Teachers are responsible for managing and monitoring individual transcripts and ensuring that all activities are documented in the electronic transcript.**
- **Out-of-District Credit for Unscheduled In-Service:** This term refers to any activity that takes place outside of KCS and is not listed in the electronic catalog. Any person who would like to receive **system-wide credit** for an activity out of our district **MUST RECEIVE PRIOR APPROVAL FROM THE PRINCIPAL AND SUBJECT or GRADE LEVEL SUPERVISOR.**
- **Building-Level Unscheduled In-Service:**
  - **Building-Level Administrators** should propose courses for building-level credit only.
  - **School-Sponsored:** The principal must approve proposed activities and insure that completion is verified.
- **Outside Organizations Proposing Activities for In-Service Credit:** Outside organizations who wish to propose a course for unscheduled in-service credit should contact the Director of PD 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.
- **Classified Unscheduled In-Service:** Classified employees are required to earn 18 hours of unscheduled in-service. There are no requirements specifying minimum hours for system-wide or building-level activities.
  - Classified employees should consider school and district instructional priorities *as well as relevance to job assignment* when engaging in unscheduled in-service activities. *Principals (or designee) should create a protocol for documenting building-level 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/SUPERVISOR/DIRECTOR.**