

1 **Education and Workforce Development Cabinet**

2 **Kentucky Board of Education**

3 **Department of Education**

4 **(Amendment)**

5 **704 KAR 3:035. Annual professional development plan.**

6 RELATES TO: KRS 156.095, 158.070

7 STATUTORY AUTHORITY: KRS 156.070, 156.095, 158.070(5)

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.095 requires the Kentucky Board
9 of Education to establish, direct, and maintain a statewide program of professional development
10 ~~[training,]~~ with the purpose of the program being the improvement of instruction in the public
11 schools. KRS 158.070(5) requires the state board to promulgate administrative regulations
12 establishing guidelines and procedures to be followed for the approval of the professional
13 development activities ~~[four (4) days of the minimum school term which are mandated to be]~~
14 utilized by each local school district for professional development activities for teachers. ~~[the~~
15 ~~professional staff.]~~ This administrative regulation establishes the requirements for the annual
16 professional development plan.

17 Section 1. Definitions. (1) ~~[High-quality]~~ "Professional development" means professional
18 learning that is an individual and collective responsibility that fosters shared accountability
19 among the entire education workforce for student achievement, and

20 (a) aligns with Kentucky's Core Academic Standards in 704 KAR 3:303, educator
21 effectiveness standards, individual professional growth goals, and school, school district,
22 and state goals for student achievement;

- 1 (b) focuses on content and pedagogy, as specified in certification requirements, and other
- 2 related job-specific performance standards and expectations;
- 3 (c) occurs among educators who share accountability for student growth;
- 4 (d) is facilitated by school and district leaders, including curriculum specialists, principals,
- 5 instructional coaches, mentors, teachers or teacher leaders;
- 6 (e) Focuses on individual improvement, school improvement, and program implementation;
- 7 and
- 8 (f) occurs several times per week.

9 ~~[High quality professional development" means those experiences that systematically, over a~~
10 ~~sustained period of time, enable educators to facilitate the learning of students by acquiring and~~
11 ~~applying knowledge, understanding, skills, and abilities that address the instructional~~
12 ~~improvement goals of the school district, the individual school, or the individual professional~~
13 ~~growth needs of the educator.]~~

14 (2) "Comprehensive School Improvement Plan" is defined in 703 KAR 5:225, Section 1. [means
15 a plan product that clearly identifies how assessment, planning, implementation, and evaluation
16 are to be accomplished in the school or district relative to established standards, goals, or
17 objectives for improvement.]

18 (3) "Needs assessment" means the gathering, sorting, and analysis of student, educator, and
19 system data that leads to conclusions regarding the needed content and learning designs for
20 professional development in identified areas related to educator performance and student
21 achievement.

22 (54) "Professional development program" means a sustained and coherent professional learning
23 process ~~[-of professional development]~~ that is measurable by indicators and includes professional

1 learning and ongoing support to transfer that learning to practice. [~~and may be composed of~~
2 ~~several initiatives.~~]

3 Section 2. Each local school and district shall develop a process to plan [~~for the development of~~
4 ~~a professional development program.~~ [~~This process shall lead to a program of professional~~
5 ~~development experiences~~] that [~~the school and district will provide for its instructional and~~
6 ~~administrative staff within to~~] meets the goals [~~as~~] established in KRS 158.6451 and in the local
7 needs assessment. A school professional development program shall be incorporated into the
8 school improvement plan and made public prior to the implementation of the [~~school~~] program.
9 The local district professional development program shall be incorporated into the district
10 improvement plan and posted to the local district website prior to the implementation of the
11 program.

12 Section 3. Each school and local district professional development program [~~improvement plan~~]
13 shall contain [~~meet~~] the following six (6) elements [~~requirements standards related to the~~
14 ~~professional development program:~~]

15 (1) [~~There is a e~~] Clear statement of the school or district mission;

16 (2) [~~There is e~~] Evidence of representation of all persons affected by the professional
17 development program;

18 (3) [~~Application of n~~] Needs assessment analysis ~~is evident~~;

19 (4) Professional development objectives that are focused on the school or district mission and
20 derived from needs assessment, and specify changes in educator practice needed to improve
21 student achievement; and

22 [(5) ~~The professional development program and implementation strategies are is designed to~~
23 support achievement of school or district goals and objectives; and]

1 (6) A process for evaluating ~~[professional development experiences for their]~~ impact on student
2 learning and using evaluation results to improve~~[ing] professional learning. [development-~~
3 ~~initiatives is incorporated in the plan.]~~

4 Section 4. (1) The school or district improvement plan shall, in compliance with KRS 158.6451,
5 address professional learning required to improve ~~[for any] instruction.[al improvement or~~
6 ~~training needs that are in accordance with the goals as established in KRS 158.6451.]~~

7 ~~[(2)-High quality]~~ Professional development ~~[experiences]~~ shall:

8 (a) Be related to the teacher's instructional assignments and the administrator's professional
9 responsibilities. ~~[Experiences shall support the local school's instructional improvement goals;~~
10 ~~and]~~

11 (b) Be aligned with the school or district improvement plan or the individual professional growth
12 plans of teachers;

13 (c) Occur within learning communities committed to continuous improvement, collective
14 responsibility, and goal alignment;

15 (d) Be facilitated by skillful leaders who develop capacity and [;] advocate and create support
16 systems for professional learning;

17 (e) Be prioritized and monitored by the district;

18 (f) Use a variety of sources and types of student, educator, and system data to plan, assess, and
19 evaluate professional learning;

20 (g) Integrate theories, research, and models of human learning to achieve its intended outcomes;

21 (h) Apply current research on systems change and sustain support for implementation of
22 professional learning for long-term instructional improvement as evidenced by student growth;

23 (i) Align its outcomes with educator performance and student curriculum standards; and

1 (j) Focus resources on areas of identified need.

2 (3) ~~[Experiences for] P[ro]fessional development credit of classroom teachers~~ shall not supplant
3 any of the six (6) hour instructional day.

4 (4) A district may report flexible professional development ~~[experiences]~~ on unpaid, noncontact
5 ~~[snow]~~ days. This shall require a district calendar change and the change shall be reported to the
6 Department of Education.

7 (5) Professional development ~~[experiences]~~ that relates to an individual professional growth plan
8 may be used to satisfy the requirements for certification or renewal options as established by the
9 Kentucky Education Professional Standards Board in Title 16 KAR.

10 (6) (a) Professional development grant dollars may ~~[be used for]~~ reimburse college or graduate
11 course tuition expended [reimbursement] for a teacher to deepen content knowledge and content-
12 specific pedagogy in [specific academic subject content areas in] math, science,
13 English/language arts, social studies, arts and humanities and practical living and career studies,
14 if [for which] the teacher is assigned to teach in those areas.

15 (b) The use of professional development funds for ~~[this purpose]~~ tuition reimbursement shall be
16 specified in the district improvement plan approved by the school board or the school plan
17 approved by the school council as to funds under its control.

18 (c) Particular content areas and grade levels, which qualify for reimbursement, may be specified
19 based upon information about the level of academic preparation of the teacher employed, local
20 student performance data, and student learning [instructional] needs.

21 (7) Professional development credit shall not be awarded for those experiences that provide
22 remuneration beyond travel, food, lodging or tuition.

1 (8) A school district implementing a flexible professional development schedule shall award
2 professional development credit for any experience that addresses the goals of the school or
3 district improvement plan or the individual professional growth plans of teachers.

4 (9) Parent-teacher conferencing skill development shall be permissible as a professional
5 development ~~[experience]~~.

6 Section 5. The Qualifications and Duties of the District Professional Development Coordinator.

7 (1) Qualifications for the position of district professional development coordinator shall include:

8 (a) A staff member meeting the certification requirement for a professional development
9 coordinator as established by the Education Professional Standards Board in 16 KAR 4:010;

10 (b) A demonstrated ability to work with schools to plan, design, implement and evaluate
11 professional development that aligns with the requirements of this administrative regulation.

12 ~~[(b) Experience in professional development planning];~~ and

13 (c) A demonstrated ability to work with schools to connect professional development with
14 effective instructional practices and student achievement data.

15 (2) Duties of the district professional development coordinator shall include:

16 (a) ~~[Conducting]~~ Facilitating analysis of student, educator and system data to conduct the district
17 professional development needs assessment;

18 (b) Coordinating the intradistrict alignment of professional learning to achieve identified goals
19 and objectives, ~~and experiences~~ for professional development;

20 (c) Building capacity of school leaders, school council members, and other school and district
21 leaders to plan, access, resources, implement and evaluate professional learning. ~~Providing~~

22 ~~technical assistance to school councils, staff and professional development committees in the~~

- 1 alignment of professional development experiences with school goals as identified through the
2 local school improvement planning process;]
- 3 (d) Providing technical assistance to school councils on scheduling to allow for job-embedded
4 professional learning opportunities during the school day.
- 5 (e) Disseminating professional development information to school councils, staff members, and
6 professional development committees;
- 7 (f) Coordinating the planning, implementation and evaluation of the district professional
8 development program that is aligned, supportive of, and developed in conjunction with [~~local~~]
9 school improvement plans;
- 10 [~~(g) Upon request by a school council or school staff, providing technical assistance on the~~
11 ~~evaluation and coordination of school-based professional development experiences;]~~
- 12 (g) Coordinating the establishment of local policies, procedures, timetables, ~~preparation of~~
13 necessary forms and letters, assignment of workshop sites and all other practical elements of
14 professional development, including fiscal management;
- 15 (h) Maintaining, verifying, and, if appropriate, submitting district and school professional
16 development records, documentation, and other pertinent information to the Department of
17 Education;
- 18 (i) Explaining the district's professional development programs' objectives, results, and needs to
19 school professionals, district staff, ~~the~~ board members, civic and parent groups, teacher training
20 institutions and others as requested; and
- 21 (j) Maintaining [~~a professional~~] contact with the Department of Education and other agencies
22 involved in providing professional development [~~experiences~~].

1 (k) Identifying, selecting, coordinating and evaluating the services of third-party professional
2 development providers.

3 Section 6. A maximum of fifteen (15) percent of the district's professional development grant
4 may be used for administrative purposes.

5 Section 7. When implementing professional development programs under KRS 158.070, a local
6 school or district shall adhere to its school or district improvement plan. (7 Ky.R. 697; Am. 902;
7 eff. 4-23-81; 11 Ky.R. 251; eff. 9-11-84; 1472; eff. 5-14-85; 12 Ky.R. 1165; eff. 2-4-86; 1635;
8 eff. 5-6-86; 17 Ky.R. 455; 1485; eff. 12-7-90; 3254; 18 Ky.R. 45; eff. 7-5-91; 3523; 19 Ky.R.
9 394; eff. 8-1-92; 394; 1885; eff. 4-19-93; 20 Ky.R. 843; eff. 12-6-93; 3311; eff. 8-4-94; 21 Ky.R.
10 2531; eff. 6-1-95; 25 Ky.R. 1141; eff. 1-19-99; 31 Ky.R. 1585; 1814; eff. 5-26-05.)