



**PROFESSIONAL
DEVELOPMENT
HANDBOOK**

Board of Trustees

Michelle Rivas - Board President

Michael Baker - Vice President

Christine Jefferson - Board Clerk

Linda Fowler

Stacey Bastian

Basim Elkarra

Rebecca Sandoval

District Administration

Superintendent –Steve Martinez, Ed.D.

Chief Business Officer – Ryan DiGiulio

Associate Superintendent School Leadership – Lori Grace, Ed.D. Associate

Table of Contents

PART ONE | Introduction

1.1 What is Professional Development	4
1.2 TRUSD Core Beliefs	5

PART TWO | Kinds of Professional Development at Twin Rivers

2.1 District Workshops/Trainings	6
2.2 Book Studies	6
2.3 Curriculum and Assessment Meetings	6
2.4 National Board Certification	6
2.5 Summer Professional Development	7

PART THREE | Professional Development Partners

(UC Davis, CSUS, SCOE)

3.1 College/University Courses - Credits	8
3.2 Degree Programs	9
3.3 Online Courses and Workshops	9
3.4 Community College and Independent Study Courses	9

PART FOUR | Professional Development Hours, Units, and Growth

4.1 Approval Process	11
4.2 Appeal Process	11
4.3 District Professional Development Courses	11
4.4 Beginning Teacher Support and Assessment Program	12
4.5 Professional Growth	12
4.6 Professional Development and Credentialing	12

PART FIVE | Resources

5.1 Negotiated Guidelines	13
5.2 Frequently Asked Questions – Workshops and Conferences	14
5.3 Frequently Asked Questions – College/University Courses	15
Appendix A – Prior Approval of College/University Units Process	17
Appendix B – PD Voucher Form	18
Appendix D – How to Enroll via Professional Growth	19
Appendix E – Board Policy Professional Development	20

Classified Staff	21
Introduction	22
Kinds of Professional Development	23
Frequently Asked Questions – Workshops and Conferences	24

PART ONE: Introduction

1.1 What is Professional Development?

"Purposeful peer interaction, or perhaps I should say positive purposeful peer interaction, works effectively under three conditions: (1) when the larger values of the organization and those of the individuals and groups mesh; (2) when information and knowledge about effective practices are widely and openly shared; and (3) when monitoring mechanisms are in place to detect and address ineffective actions while also identifying and consolidating effective practices" (The Six Secrets of Change, Fullan. p.45).

Research has shown teacher quality to be the most important variable when it comes to student achievement. High quality professional development is critical in increasing an educators' content knowledge, skills, attitudes and beliefs so that they can help all students to learn at high levels. The kind of professional development that has been proven to be the most effective at changing educator practice is results-oriented, data driven, meaningful and classroom- embedded.

High quality professional development (PD) has the power to improve educators' knowledge of academic content and teaching skills while challenging what educators believe about student learning and how they interact with students. Powerful professional development can lead to the transformation of schools into places where all adults and students are deeply engaged in learning.

All educators should be lifelong learners. In fact, ongoing education is a requirement for teachers of every school level, from TK through 12th grade. Known as professional development, this education -- usually in the form of workshops, seminars and training courses -- helps teachers stay up to date with new trends and learn fresh strategies, techniques and methods for classroom challenges. It can also provide teachers opportunity to collaborate, learn from others, and share ideas. The overriding belief behind professional development is that increased knowledge helps teachers improve student achievement.

What is the handbook for?

This handbook is a guide for administrators, principals, staff developers, teachers and professional development providers-in short for anyone who has a stake in ensuring that professional learning has greater impact on improving practice and increasing student learning.

The guidelines in this handbook apply to all TK-12 certificated teachers, and to a certain extent, site administrators, counselors, nurses, speech therapists, and librarians.

Please contact the Curriculum and Instruction Professional Development Department at 916-566-1802 or ext.30058 or at Pd.Department@trusd.net if you have any specific questions or concerns.

Twin Rivers Unified School District Mission

To inspire each student to extraordinary achievement every day.

Twin Rivers Unified School District Vision

An unwavering focus on powerful and engaging learning experiences that prepare students for college, career and life success.

Twin Rivers Unified School District Core Beliefs

- All students should graduate college, career and civic-minded ready.
- All students should have a safe, clean and secure environment that is free of bullying and that creates opportunities for learning.
- Student engagement is critical to student success.
- Partnerships with all stakeholders are vital to student success.
- Twin Rivers Unified School District should be fiscally sound and maximize resources for student success.
- Twin Rivers Unified School District should honor diversity and create equity across the district.
- Twin Rivers Unified School District should identify, recruit, retain and develop the best employees.

PART TWO: Kinds of Professional Development at Twin Rivers

There are many kinds of professional development opportunities offered at Twin Rivers Unified School District (TRUSD), and they all address the goal of providing students with highly engaging, data-driven, culturally-relevant instruction. These Professional Development opportunities include workshops, trainings, webinars, and focused team meetings designed to improve teaching practices.

2.1 District Workshops/Trainings

The District offers workshops and trainings year-round. These workshops range from lecture/discussion presentations to highly interactive ‘train the trainer’ sessions. Professional development hours are provided to teachers who attend after-school workshops unless there is a pay option and teachers opt for payment at the non-instructional rate. Those workshops or trainings that occur during the contracted workday are not eligible for the awarding of PD hours nor pay.

2.2 Book Studies

School sites conduct book studies that involve in-depth examination of a topic that has the potential to impact teaching and address a particular need at a site. These book studies can qualify for PD hours provided that it has Principal approval as well as proper documentation of meetings hours, agendas, and outcomes. Principals need to contact their respective Executive Director and Professional Development Department for prior approval for book studies in which PD hours are being granted. Book Study leaders who qualify to lead book studies for PD credit include: Executive Directors, Site Principals, Co-admin, TOSAs, and other District Personnel (such as Directors and Coordinators). The book study must be conducted outside of the contracted workday.

2.3 Curriculum and Assessment Meetings

The Curriculum and Instruction Department organizes Subject Area Curriculum Meetings (SACs). The SACs are utilized for assessment data analysis, addressing topics that are related to teaching in classroom settings, as well as for vertical and horizontal curriculum and assessment articulation.

2.4 National Board Certification

The Twin Rivers Unified School District is highly supportive of teachers aspiring to obtain National Board Certification. Although teachers cannot claim PD hours nor pay for these support meetings, once they achieve certification, an annual stipend is provided by the district. If you are interested in becoming a National Board-Certified teacher, please contact the Director of Curriculum and Instruction and Professional Development.

2.5 Compensation for External Professional Development

External professional development opportunities that are funded by the District during non-contracted workdays (e.g.: Summer break, Thanksgiving break, Saturdays) are not eligible for pay or PD hours. If an employee attends a professional development opportunity independent of the District, without the District funding any expenses, the employee may be eligible for PD hours. The prior approval process must be adhered to.

2.6 Compensation for Internal Professional Development

Professional development opportunities provided by the District during non-contracted duty days, or hours, fall under two categories:

Rate of Pay

- Instructional Rate (which must include direct instruction to students),
- Non-Instructional Rate (which does not include direct instruction to students), paid per your bargaining contract.
- Summer Pay Rate

Hours

- Hours for Salary Advancement

PART THREE: Professional Development Partners **UC Davis, CSUS, SCOE**

Because of the proven, high-quality professional development opportunities that certain organizations have offered for years, Twin Rivers Unified School District awards PD hours to certain workshops and trainings that a selected number of institutions offer. These institutions include Sacramento County Office of Education (SCOE), University of California (Davis School of Education (UCD), UC Davis Center for Cooperative Research and Extension Services for Schools (CRESS), California State University Sacramento (CSUS) Education Department, Science and the River City (SIRC). Teachers are required to provide proof of completion of attendance that includes information about the nature of the workshop attended as well as a verification of the total number of hours of PD attended. Any institutions outside of the ones mentioned above must adhere to the prior approval process.

3.1 College/University Courses - Credits

All professional development must directly relate to the employee's current assignment and/or align to the district's mission and core values. College courses (upper level college courses) taken must be related to growth in the employee's current assignment, or to support the employee's development to teach another subject or for educational career advancement. Only those units completed after the Bachelor's degree will be accepted as graduate credit for salary purposes. All units completed after July 1, 2008 beyond the Bachelor's degree, must be college level classes at an accredited college approved by the District. As stated above, the classes must occur outside of your contract day and no part of the cost of the course may be paid by the district, school, or any district sponsored organization (PTA, booster clubs, grants).

All college and university courses (and this may include workshops for which units are awarded) that employee's take to move across the salary schedule are subject to prior approval. Employees must complete a prior approval form (See Appendix B). It is necessary to attach the course descriptions to this form (employees can print or copy the description from a course catalog) and to obtain the teacher's principal's signature. The form must be submitted BEFORE the employee registers for the course/s. Please allow at least 10 working days for the prior approval form to be processed. Confirmation will be sent to the employee via e-mail from the Informed K-12 system once the prior approval form is processed. The information will be sent to Human Resources for the employee's personnel file. The employee must complete the workshop/courses outside of the regular school day and pay for all costs associated with the workshop. This includes costs such as registration, travel, lodging, etc. Once the course or workshop is approved and completed, the employee will also need to submit to human resources proof of attendance and/or completion with the number of hours completed clearly indicated on the document. This shall be in the form of an official transcript or certificate of completion.

Please take note that most units from community college courses are not accepted for salary advancement. However, some classes may be approved, if the employee can explain the necessity of a particular course. As with all college coursework, the employee must seek prior approval (see Appendix A) before registering. Please refer to figure 1 on page 10 for a summary of the process.

The following chart describes the units-hours equivalencies that are followed in the district:

Units-Hours Equivalencies

Type of Unit	Equivalent Course Hours
Semester	15
Quarter	10
Continuing Education (CEU)	10

3.2 Additional Credential and Graduate Degree Programs

Twin Rivers Unified School District recognizes the benefit of employees that pursue additional credentials and graduate degrees. In order for the employee to receive salary credit for all courses, the following conditions must be met:

- The program must be administered by an accredited institution of higher education
- Each course must be submitted for prior approval (see Appendix A)
- As stated in 3.1, courses must be directly related to current assignment

3.3 On-line Courses and Workshops

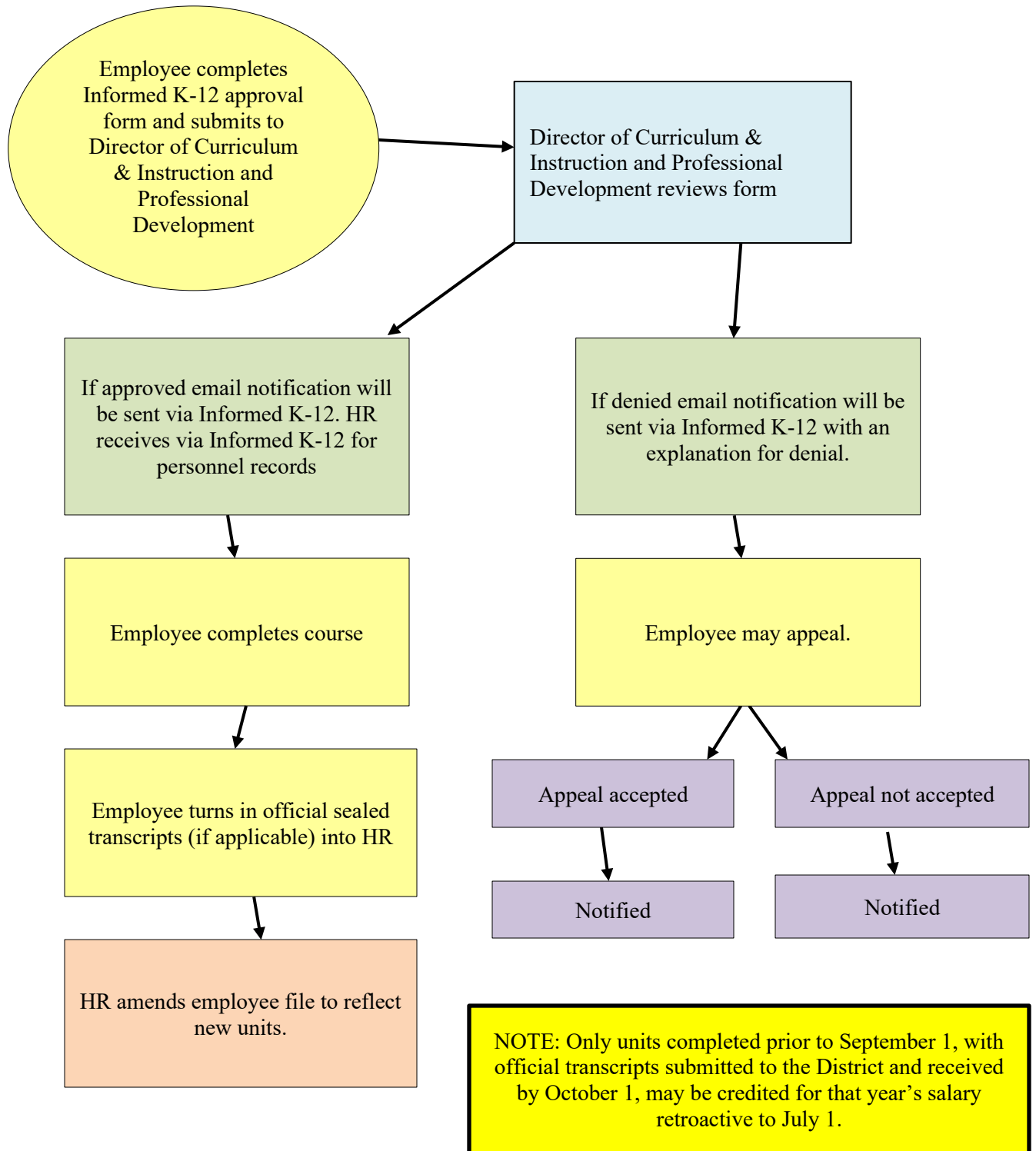
Online courses and/or degrees are approved on a case-by-case basis. As with all other college/university coursework, prior approval must be submitted for all courses. The course content must align with the employee’s current assignment and/or the district’s key focus areas. In addition, the institution offering the degree program must be an accredited institution of higher learning.

3.4 Community College and Independent Study Courses

Most community college courses are not accepted. However, some classes may be approved, if the employee can explain the necessity of a particular course. As with all college coursework, the employee must seek prior approval (see Appendix A) before registering.

For the most part, independent study courses are not approved. Employees must submit a prior approval form (see Appendix A) and attach their special reasoning for the request for an exception. The Professional Development Advisory Committee will convene to consider the exception at their next quarterly meeting.

Figure 1: Prior Approval of College/University Units Process



PART FOUR: Professional Development Hours, Units, and Growth

4.1 Approval Process (See graphic on page 10)

Once an employee has received prior approval and completed the coursework, they must submit an original (sealed) transcript to the Human Resources (HR) department. In order to move on the salary schedule, courses must be completed by September 1 of the current school year. Transcripts must be received by HR by October 1. Only units completed prior to September 1, with official transcripts submitted to the District and received by October 1, may be credited for that year's salary retroactive to July 1.

TRUE CONTRACT:

13.4 Additional Units of Credit/Professional Growth: Only those units completed after the Bachelor's degree will be accepted as graduate credit for salary purposes. Credit may be granted for District-sponsored or District-approved courses which are completed outside the school day for which the Member is not compensated by the District. Credit for such courses will be given on the basis of fifteen (15) hours of course time being equivalent to one (1) semester unit of college credit. All courses must be reviewed in advance by the site administrator and pre-approved by the Assistant Superintendent of Human Resources or his/her designee. Only units completed prior to September 1, with official transcripts submitted to the District and received by October 1, may be credited for that year's salary retroactive to July 1.

4.2 Appeal Process

If an employee's courses are denied by the Director of Curriculum & Instruction and Professional Development department during the prior approval process, they may appeal the decision by submitting a letter to the Professional Development Advisory Committee.

To appeal, the employee must follow this process:

- Submit a letter to the Professional Development Advisory Committee stating the reasons why the course(s) should be approved. Include information about how the coursework is relevant to the employee's current assignment.
- Include a copy of the denied prior approval form and documentation of the course content

The committee will consider the appeal at the next scheduled quarterly meeting. The employee can expect a decision from the committee within 5 working days after the committee meeting.

4.3 Professional Growth Account

Professional Growth, formerly My Learning Plan, is the database that the district uses to track and advertise professional development in the district. Employees will automatically receive their account when their district account is created. Access to Professional Growth is via the TRUSD Apps Portal. See Appendix D for directions on how to access the TRUSD Apps Portal.

Any professional development activity listed in Professional Growth does not require prior approval. All courses align to the district's mission and goals and most instructors are district employees. Employees must register for district-sponsored courses in Professional Growth, which will reserve a space in the course. Once the employee completes the course, the program

administrator will enter the data in the system. This will record the event in the employee's portfolio. The Professional Growth portfolio is a record of courses/hours accumulated by the employee. College/university courses and outside workshops/conferences are not recorded in Professional Growth. If you feel as if the information recorded in Professional Growth is not accurate, please contact the Program Specialist of Professional Development.

4.4 Enrolling in District-Organized PDs

Majority of the professional development offered within the district is posted in Professional Growth which is accessed via the TRUSD Apps Portal. See Appendix D. There is no need to submit a prior approval form for professional development activities offered within Twin Rivers. For every 15 hours of professional development that the employee attends outside of the regular school day, the employee can earn 1 internal semester unit of credit that will count towards advancement on the salary schedule. Please refer to the Appendix for specific step- by-step directions.

4.5 Professional Development and Teacher Induction Program

Participating Induction teachers can apply professional development hours for CSUS credits through SCOE, which they can then use for crossover purposes. They cannot use the same hours to advance on the salary scale or claim payment. It is the responsibility of the participating teacher to document their hours through the Teacher Induction program. CANNOT EARN CREDIT FOR PDs attended during contractual work days.

4.6 Professional Development and Credentialing

Teachers who have been hired without a credential in the area they teach, or any credential (e.g.: an Intern) will send all paperwork documenting the credential they have earned directly to Human Resources for analysis and salary scale placement. Please do not send the paperwork through the Professional Development Department.

Teachers must be cleared through the prior approval process for an *additional* credential (after already holding a credential). This documentation should be sent to the Professional Development Department for additional units to be approved for salary scale movement. Please call the Professional Development department for any questions.

PART FIVE: Resources

5.1 Negotiated Guidelines

13.4 Additional Units of Credit/Professional Growth: Only those units completed after the Bachelor's degree will be accepted as graduate credit for salary purposes. Credit may be granted for District-sponsored or District-approved courses which are completed outside the school day for which the Member is not compensated by the District. Credit for such courses will be given on the basis of fifteen (15) hours of course time being equivalent to one (1) semester unit of college credit. All courses must be reviewed in advance and pre-approved by the Director of Professional Development. Only units completed prior to September 1, with written verification in a form acceptable to the District received by October 1, may be credited for that year's salary retroactive to July 1.

FREQUENTLY ASKED QUESTIONS

WORKSHOPS/CONFERENCES

To whom do the guidelines in this handbook apply?

The guidelines in this handbook apply to TK-12 and ECE certificated teachers, counselors, nurses, speech therapists, librarians, and classified staff too.

What kinds of professional development activities qualify for hours towards salary advancement?

Any professional development workshop offered or sponsored by Twin Rivers Unified School District (Professional Growth) and completed outside the regular school day will qualify for hours towards salary advancement. College and university courses are often eligible (including some online courses), but are subject to prior approval. Outside workshops and conferences may also be eligible but are also subject to prior approval. These courses/workshops must relate to the employee's current assignment and/or align to the district's goals and initiatives.

How do I obtain a Professional Growth account?

Your Professional Growth account is automatically created when your district account is created.

How many hours do I get for attending a class or workshop?

The employee will only get credit for the hours spent in the course (seat time). This excludes meals and breaks. Time spent working on projects outside of the course, including homework, or fieldwork, is not accepted. Refer to the units / hours equivalencies table in Section 3.1.

If I attend professional development workshops, how many hours must I complete to equal one internal (TRUSD) semester unit?

Fifteen (15) hours of professional development equals one internal semester unit of credit. Does not apply to classified or ECE.

If I am interested in moving on the salary schedule next school year, when do I need to submit my hours/units to HR?

In order to move on the salary schedule, courses must be completed by September 1 of the current school year. Transcripts and vouchers must be submitted to HR by October 1 in order to move on the salary schedule.

If I am paid to attend a professional development workshop outside of the regular school day, can I submit the hours for advancement on the salary schedule as well?

No. If compensation is available for attending professional development events, the employee must choose between compensation and a voucher for hours towards salary advancement.

If I attend a workshop/conference during the regular school day, can I submit those hours towards advancement on the salary schedule?

No. Only courses completed outside of the regular school day will count towards hours for salary advancement.

If I attend a workshop/conference OUTSIDE of the regular school day, can I submit hours towards advancement on the salary schedule?

Yes, as long as the district, school, or any district-sponsored organization (i.e. PTA, booster clubs, grants) did not pay for any portion of the workshop/conference. This includes costs such as registration, travel, lodging, substitutes etc. The employee will need to submit a prior approval form (see Appendix A) for the activity. Additionally, the employee will also need to submit proof of attendance with the number of hours completed clearly indicated on this document. A voucher will be issued and submitted to HR so that credit can be posted to the employee's personnel file.

Can I claim professional development hours to advance on the salary schedule and receive credit toward my Induction requirements?

No. The same professional development hours submitted for Induction requirements cannot be submitted for advancement on the salary scale or claim payment and course credit.

COLLEGE AND UNIVERSITY COURSES

What types of college courses count for advancement on the salary schedule?

College courses must be related to growth in your current assignment, or to support your development to teach another subject based on the need of the school. The classes must occur outside of your contract day and no part of the cost of the course may be paid by the district, school, or any district sponsored organization (PTA, booster clubs, grants). All courses must be approved by the professional development department before the course begins (See Appendix A for TRUSD's prior approval form).

Can I get credit for community college classes?

Most community college courses are not accepted. However, some classes may be approved, if the employee can explain the necessity of a particular course to their current assignment. As with all college coursework, the employee must seek prior approval (see Appendix A) before registering.

Where do I send my prior approval form?

You can complete your prior approval form through the Informed K-12 website. Please remember to attach the course description for each course that you are taking. Once you click submit at the end, your request will be routed to the Director of Curriculum and Instruction and Professional Development for consideration and approval.

How long will the prior approval process take?

Please allow a minimum of 10 working days for your prior approval form to be processed. You will be sent an email confirmation via the K-12 Informed system.

If my coursework is denied, can I submit an appeal for approval?

Yes. You may appeal a denied prior approval form by submitting a letter to the Professional Development Advisory Committee. This committee meets quarterly to review professional development issues.

How does the district calculate CEUs, semester units, and quarter units?

The district calculates college and university credit in semester units. If you earn quarter units for a course, multiply it by 2/3 (.666) to calculate its value in semester units. Continuing Education Units (CEUs) are usually the equivalent of 10 hours.

Can I take independent study courses?

No. For the most part independent study courses are not approved. This would include courses where credits are earned for lesson preparation etc.

If the district paid for some or all of the conference/workshop that I attended, can I still purchase units from the conference and use them towards salary advancement?

Yes, you can still purchase units from conferences/workshops and count them towards salary advancement if the district paid for some or all of your conference/workshop expenses. These units would be subject to prior approval (see Appendix A).

I forgot to submit a prior approval form and I have already completed a course. Do I still need to submit the form?

Yes. Human Resources cannot accept or record transcripts for a course without a prior approval form on file. When you do not submit a prior approval form BEFORE the course begins, you risk that it will not get approved. This means that you may have wasted money on a course that will not count towards advancement on the salary schedule.

Appendix A

Prior Approval of College/University Units Process

Prior Approval of College/University Units Form

<https://app.informedk12.com/>

All university and college courses that a certificated employee wishes to attend for the purpose of advancing on the TRUSD salary schedule must be submitted for prior approval using the Prior Approval of University or College Courses form.

Complete the form on K-12 Informed. Please remember to attach the course description for each course that you are taking. Once you click submit at the end, your request will be routed to the Director of Curriculum and Instruction and Professional Development for consideration and approval.

You may also access the form from the District's website at "Online Resources" on the Staff Room page.

Appendix B
Professional Development Voucher Form

The Professional Development Voucher Form can be found here:

<http://staffroom.trusd.net/Operations/Professional-Development/index.html>

Complete the PD Voucher form on the last day of the Professional Development activity. If you have any questions please contact Jamie Manalo at (916) 566-1756 ext. 33328 or by email jamie.manalo@trusd.net

You may also access the form from the District's website at "Online Forms."

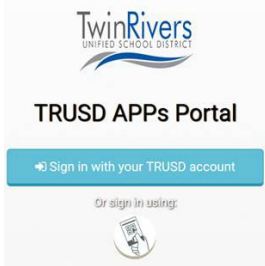
Appendix C

How to Enroll via Professional Growth

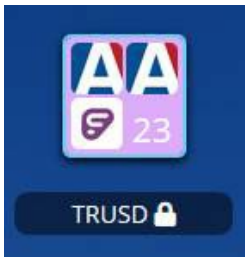
Follow these directions to log in:

Professional Growth should be accessed via a **single icon in the [TRUSD Apps Portal](#)**.

1. Login to the TRUSD Apps Portal (<http://apps.trusd.net>)



2. Click on the TRUSD Folder



3. Click on the Frontline Insights icon



4. Select an Application from the list
 - a. Absence Management (formerly Aesop)
 - b. Professional Growth (formerly My Learning Plan)



AppendixD Board Policy Professional Development

Access Twin Rivers Unified School District Board Policies at
<https://www.csba.org/ProductsAndServices/AllServices/Gamut.aspx>

Username: public

Password:twintrivers



click here to login and access board policies,

Or by going to the Twin Rivers USD website at <http://www.trusd.net>, under Trustees, then under Policies.

CLASSIFIED STAFF

Introduction

What is Professional Development?

"Purposeful peer interaction, or perhaps I should say positive purposeful peer interaction, works effectively under three conditions: (1) when the larger values of the organization and those of the individuals and groups mesh; (2) when information and knowledge about effective practices are widely and openly shared; and (3) when monitoring mechanisms are in place to detect and address ineffective actions while also identifying and consolidating effective practices" (The Six Secrets of Change, Fullan. p. 45).

Classified staff are an integral part of everything we do in our district. Having a well-trained and motivated classified staff contributes highly to the overall success of our students. High quality professional development (PD) has the power to improve classified staff's knowledge of their profession and skills. Powerful professional development can lead to the transformation of schools into places where all adults and students are deeply engaged in learning.

Education is fluid and ever changing so ongoing professional development is a vital part of every employee's position. All Twin Rivers staff members are the best of the best and continued professional development allows us to promote quality leadership from within the district.

What is the section handbook for?

This section of the handbook is a guide for classified staff and professional development providers who have a stake in ensuring that professional learning has greater impact on improving practice and increasing student learning.

The guidelines in this section of the handbook apply to all classified staff.

Please contact the Curriculum & Instruction Professional Development Department at 916-566-1802 or ext.30058 or at Pd.Department@trusd.net if you have any specific questions or concerns

Kinds of Professional Development at Twin Rivers

There are many kinds of professional development opportunities offered at Twin Rivers Unified School District (TRUSD), and they all address the goal of providing students with highly engaging, data-driven, culturally-relevant instruction. These Professional Development opportunities include workshops, trainings, webinars, and focused team meetings designed to improve employee's skills and knowledge.

Classified staff are encouraged to attend Professional Development that is open to them in Professional Growth.

District Workshops/Trainings

The District offers workshop and trainings year-round. The workshops range from lecture/discussion presentations to highly interactive "train the trainer" sessions. District workshops and trainings are published in Professional Growth. If a district workshop or training is open to classified staff the activity will state so.

Book Studies

School sites / Departments conduct book studies that involve in-depth examination of a topic that has the potential to impact teaching and learning, as well as address a particular need at a site or department. Book Study leaders who qualify to lead book studies include: Executive Directors, Site Principals, Co-admin, TOSAs, and other District Personnel (such as Directors and Coordinators). The book study must be conducted outside of the contracted workday.

Compensation for attending Professional Development

Professional development opportunities provided by the District during contracted hours are not eligible for any additional pay unless:

- Training hours exceed the classified employees contracted day. Classified employees are not required to stay at the workshop/training and may elect to leave at the end of their contracted hours. Classified employees who leave the training at the end of their contracted day will not receive any additional compensation for the workshop/training. Classified employees that elect to stay will be compensated for the time spent in the course at the rate of pay as per their bargaining contract.

Professional Development opportunities provided by the district after contracted hours are eligible for pay at the classified employee's rate of pay as per their bargaining contract. The employee will only be compensated for the hours spent in the course (seat time). This excludes meals and breaks.

Professional Growth Account

Professional Growth, formerly My Learning Plan, is the database that the district uses to track and advertise professional development in the district. Employees will automatically receive their account when their district account is created. Access to Professional Growth is done via the TRUSD Apps Portal. See Appendix D for directions on how to access the TRUSD Apps Portal.

Any professional development activity listed in Professional Growth does not require prior approval. All courses align to the district's mission and goals and most instructors are district employees. Employees must register for district-sponsored courses in Professional Growth, which will reserve a

space in the course. Once the employee completes the course, the program administrator will enter the data in the system. This will record the event in the employee's portfolio. The Professional Growth portfolio is a record of courses/hours accumulated by the employee. College/university courses and outside workshops/conferences are not recorded in Professional Growth. If you feel as if the information recorded in Professional Growth is not accurate, please contact the Program Specialist of Professional Development.

Enrolling in District-Organized PDs

Majority of the professional development offered within the district is posted in Professional Growth which is accessed via the TRUSD Apps Portal. See Appendix D. There is no need to submit a prior approval form for professional development activities offered within Twin Rivers. For every 15 hours of professional development that the employee attends outside of the regular school day, the employee can earn 1 internal semester unit of credit that will count towards advancement on the salary schedule. Please refer to the Appendix for specific step- by-step directions.

FREQUENTLY ASKED QUESTIONS

WORKSHOPS/CONFERENCES

How do I obtain a Professional Growth account?

Your Professional Growth account is automatically created when your district account is created.

How many hours do I get for attending a class or workshop?

The employee will only get credit for the hours spent in the course (seat time). This excludes meals and breaks. Time spent working on projects outside of the course, including homework, or fieldwork, is not accepted.

Can I take online workshops?

Some online workshops have been approved. Preferably, the course would include some real-time interaction with the instructor or other students.