

Learning The Randolph Way

Randolph Field
Independent School District



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Staff Development

Professional Development 2011-2012

Objectives: To provide professional development to meet specific needs of teachers as they implement and refine curriculum and to enhance the implementation evaluation and revision of the curriculum

Activities	Person(s) Responsible	Resources	Evaluation Measure	Check Point(s)	Date Completed
<ul style="list-style-type: none"> • Develop and implement Campus SMART Goals on each campus 	<ul style="list-style-type: none"> • Campus Faculties • CICs • DWIC • Board of Trustees 	<ul style="list-style-type: none"> • Results of an Aligned Curriculum • Formative Assessment Data 	<ul style="list-style-type: none"> • SMART Goals approved by CICs, DWIC, Board of Trustees 	<ul style="list-style-type: none"> • Once per semester 	<ul style="list-style-type: none"> • October 2011 • November 2011 • December 2011
<ul style="list-style-type: none"> ○ Analyze student data pertinent to each campus 	<ul style="list-style-type: none"> • Campus Faculties • CICs • DWIC 	<ul style="list-style-type: none"> • Results of an Aligned Curriculum • Formative Assessment Data 	<ul style="list-style-type: none"> • Data used to develop CPO • CIC feed back to staff • DWIC feedback & evaluation of campus results (CIC reports) 	<ul style="list-style-type: none"> • Aug./Sept. 	<ul style="list-style-type: none"> • September 2011
<ul style="list-style-type: none"> ○ Implement SMART Goals and document results by each team on a campus 	<ul style="list-style-type: none"> • Campus Faculties • CICs • DWIC • Campus Administrators • Superintendent's Council 	<ul style="list-style-type: none"> • Campus Administrators • Professional Consultants 	<ul style="list-style-type: none"> • CIC feed back to staff • DWIC feedback & evaluation of campus results (CIC reports) 	<ul style="list-style-type: none"> • Once per semester per team 	<ul style="list-style-type: none"> • Ongoing • See campus calendars
<ul style="list-style-type: none"> ○ Begin new cycle of implementation based on newly approved SMART Goals 	<ul style="list-style-type: none"> • Campus Faculties • CICs • DWIC • Campus Administrators • Board of Trustees 	<ul style="list-style-type: none"> • Campus Administrators • Professional Consultants 	<ul style="list-style-type: none"> • CIC feed back to staff • DWIC feedback & evaluation of campus results (CIC reports) • DWIC summary reported to Board of Trustees 	<ul style="list-style-type: none"> • September 2012 	<ul style="list-style-type: none"> • Sept. 2011 • Sept. 22, 2011

Objectives: To provide professional development to meet specific needs of teachers as they implement and refine curriculum and to enhance the implementation evaluation and revision of the curriculum

Activities	Person(s) Responsible	Resources	Evaluation Measure	Check Point(s)	Date Completed
<ul style="list-style-type: none"> Teachers and administrators participate in Collaborative Team Training to increase effectiveness of collaborative teams 	<ul style="list-style-type: none"> Leadership Learning Council Superintendent's Council Solution Tree Consultants 	<ul style="list-style-type: none"> Funds from DoDEA Grant Superintendent's Council 	<ul style="list-style-type: none"> Collaborative Team Survey Presenter Evaluations 	<ul style="list-style-type: none"> August 2011 December 2011 February 2012 April 2012 	<ul style="list-style-type: none"> December 2011 June 2012
<ul style="list-style-type: none"> Teachers and administrators participate in training in the principals of the Professional Learning Community. 	<ul style="list-style-type: none"> Leadership Learning Council Superintendent's Council Solution Tree Consultants 	<ul style="list-style-type: none"> Funds from DoDEA Grant Superintendent's Council 	<ul style="list-style-type: none"> Reflections from debrief sessions Presenter Evaluations 	<ul style="list-style-type: none"> August 2011 October 2011 December 2011 February 2012 April 2012 June 2012 	<ul style="list-style-type: none"> June 2012
<ul style="list-style-type: none"> District administrators participate in leadership training regarding PLCs. 	<ul style="list-style-type: none"> Superintendent's Council 	<ul style="list-style-type: none"> Funds from DoDEA Grant 	<ul style="list-style-type: none"> Reflections 	<ul style="list-style-type: none"> August 2011 October 2011 	<ul style="list-style-type: none"> December 2011

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Activities	Person(s) Responsible	Resources	Evaluation Measure	Check Point(s)	Date Completed
<ul style="list-style-type: none"> Collaborative teams analyze their data from assessments. 	<ul style="list-style-type: none"> Leadership Learning Council Superintendent's Council 	<ul style="list-style-type: none"> Superintendent's Council 	<ul style="list-style-type: none"> CIC feedback 	<ul style="list-style-type: none"> Once per semester per team 	<ul style="list-style-type: none"> December 2011 June 2012
<ul style="list-style-type: none"> Barbara Bushnell works with Superintendent's Council and Leadership Learning Council to provide support. 	<ul style="list-style-type: none"> Leadership Learning Council Superintendent's Council Barbara Bushnell, Solution Tree Consultant 	<ul style="list-style-type: none"> Funds from DoDEA Grant Superintendent's Council 	<ul style="list-style-type: none"> Evaluation 	<ul style="list-style-type: none"> September 2011 December 2011 January 2012 March 2012 	<ul style="list-style-type: none"> June 2012
<ul style="list-style-type: none"> Teachers participate in content-based training to increase their effectiveness in the classroom. 	<ul style="list-style-type: none"> Region 20 workshops State conferences AP conferences 	<ul style="list-style-type: none"> Funds from DoDEA Grant Funds from Title II Part A Local Funds 	<ul style="list-style-type: none"> Reflections 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> June 2012
<ul style="list-style-type: none"> Teachers and administrators participate in training on Classroom Instruction that Works. 	<ul style="list-style-type: none"> Teachers District and campus administrators 	<ul style="list-style-type: none"> Funds from DoDEA Grant 	<ul style="list-style-type: none"> Evaluations 	<ul style="list-style-type: none"> October 2011 	<ul style="list-style-type: none"> October 2011

**DISTRICT TRAINING FOR CERTIFIED PERSONNEL
2011-2012**

TITLE OF TRAINING	PURPOSE OF TRAINING	PERSONNEL TO BE TRAINED	PERSONNEL RESPONSIBLE FOR TRAINING	DATE TRAINING IS COMPLETED
<u>Blood-borne Pathogens</u>	<ul style="list-style-type: none"> • To inform all personnel of safety procedures to prevent the spread of blood-borne pathogens 	<ul style="list-style-type: none"> • All personnel 	<ul style="list-style-type: none"> • District Nurse 	End of October each school year Date Completed: September 2, 2011
Hazardous Materials	<ul style="list-style-type: none"> • To inform personnel of the appropriate means to handle hazardous chemicals safely at all times 	<ul style="list-style-type: none"> • Middle School & High School Science teachers • Fourth & fifth grade science teachers • Maintenance and custodial 	<ul style="list-style-type: none"> • Curriculum Director • Human Resources personnel 	End of November each school year Date Completed: Maintenance-August 26, 2011
<u>Child Abuse</u>	<ul style="list-style-type: none"> • To identify the signs of child abuse and the procedures for reporting abuse 	<ul style="list-style-type: none"> • All personnel 	<ul style="list-style-type: none"> • District Nurse 	End of October each school year Date Completed: September 2, 2011

Technology	<ul style="list-style-type: none"> To learn to utilize the technology in the district 	<ul style="list-style-type: none"> All teachers 	<ul style="list-style-type: none"> Technology Director 	<p>Ongoing during the year</p>
Signs and Symptoms	<ul style="list-style-type: none"> To identify the signs and symptoms of drugs and alcohol abuse 	<ul style="list-style-type: none"> All personnel 	<ul style="list-style-type: none"> District Nurse 	<p>End of October each school year</p> <p>Date Completed: September 2, 2011</p>
Work Center Safety	<ul style="list-style-type: none"> To protect health and well being of employees 	<ul style="list-style-type: none"> All personnel 	<ul style="list-style-type: none"> Principals Directors Human Resources personnel 	<p>End of November each year</p> <p>Date completed: Maintenance-August 26, 2011</p>

**DISTRICT TRAINING FOR CLASSIFIED EMPLOYEES
2010-2011**

TITLE OF TRAINING	PURPOSE OF TRAINING	PERSONNEL TO BE TRAINED	PERSONNEL RESPONSIBLE FOR TRAINING	DATE TRAINING IS COMPLETED
<u>Personnel Hygiene</u>	<ul style="list-style-type: none"> To inform personnel of hygiene and safety procedures used in food service 	<ul style="list-style-type: none"> Cafeteria Workers 	<ul style="list-style-type: none"> Cafeteria Supervisor 	Ongoing
<u>Asbestos</u>	<ul style="list-style-type: none"> To comply with AHERA Asbestos in Schools rules 	<ul style="list-style-type: none"> Custodians Maintenance Personnel Asbestos Coordinator 	<ul style="list-style-type: none"> Director of Custodial Services Maintenance Director Asbestos Director 	<ul style="list-style-type: none"> Within 72 hours after hiring Within 72 hours after hiring Prior to being assigned
<u>Lead</u>	<ul style="list-style-type: none"> To comply with state and federal rules for Lead in Schools 	<ul style="list-style-type: none"> Maintenance Personnel 	<ul style="list-style-type: none"> Maintenance Director 	<ul style="list-style-type: none"> Prior to being assigned
<u>Pesticides</u>	<ul style="list-style-type: none"> To comply with state law to protect health and well being of employees 	<ul style="list-style-type: none"> Custodians Maintenance Personnel 	<ul style="list-style-type: none"> Director of Custodial Services 	<ul style="list-style-type: none"> Within 72 hours after hiring
<u>Herbicides</u>	<ul style="list-style-type: none"> To comply with state law to protect health and well being of employees 	<ul style="list-style-type: none"> Custodians Maintenance Personnel 	<ul style="list-style-type: none"> Director of Custodial Services 	<ul style="list-style-type: none"> Within 72 hours after hiring
<u>Records Management</u>	<ul style="list-style-type: none"> To comply with Local Government Records Act of 1989 	<ul style="list-style-type: none"> Records Management Officer 	<ul style="list-style-type: none"> Records Management Officer 	<ul style="list-style-type: none"> Prior to being assigned
<u>Lifting</u>	<ul style="list-style-type: none"> To protect the health and physical well being of employees 	<ul style="list-style-type: none"> Cafeteria Workers Custodians Maintenance Personnel 	<ul style="list-style-type: none"> Cafeteria Supervisor Director of Custodial Services Maintenance Director 	<ul style="list-style-type: none"> Annually – during the month of August—
<u>Work Center Safety</u>	<ul style="list-style-type: none"> To protect health and well being of employees 	<ul style="list-style-type: none"> All personnel 	<ul style="list-style-type: none"> Principals Directors 	<ul style="list-style-type: none"> During the month of August
<u>Investment Training</u>	<ul style="list-style-type: none"> To comply with the Public Funds Investment Act (HB. 2799) Sept 1997 	<ul style="list-style-type: none"> Investment Officer 	<ul style="list-style-type: none"> Investment Officer 	<ul style="list-style-type: none"> By June 1 of each year
<u>Blood-borne Pathogens</u>	<ul style="list-style-type: none"> To inform all personnel of safety procedures to prevent the spread of blood-borne pathogens 	<ul style="list-style-type: none"> All personnel 	<ul style="list-style-type: none"> District Nurse 	<ul style="list-style-type: none"> End of October each school year Date Completed - October 25, 2010
<u>Hazardous Materials</u>	<ul style="list-style-type: none"> To inform personnel of the appropriate means to handle hazardous chemicals safely at all times 	<ul style="list-style-type: none"> Custodians Cafeteria Workers Vehicle Mechanic 	<ul style="list-style-type: none"> Maintenance Director Transportation Director 	<ul style="list-style-type: none"> End of November each school year Date Completed -
<u>Signs and Symptoms</u>	<ul style="list-style-type: none"> To identify the signs and symptoms of drugs and alcohol abuse 	<ul style="list-style-type: none"> All personnel 	<ul style="list-style-type: none"> District Nurse 	<ul style="list-style-type: none"> End of October each school year Date Completed - October 25, 2010
<u>Child Abuse</u>	<ul style="list-style-type: none"> To identify the signs of child abuse... 	<ul style="list-style-type: none"> All personnel 	<ul style="list-style-type: none"> District Nurse 	<ul style="list-style-type: none"> End of October each school year Date Completed - October 25, 2010
<u>Technology</u>	<ul style="list-style-type: none"> To learn to utilize the appropriate technology to perform the job 	<ul style="list-style-type: none"> All employees as necessary to be proficient in the job 	<ul style="list-style-type: none"> Technology Director 	<ul style="list-style-type: none"> Ongoing during the year