
Pekin Public School District No. 108 Technology Academy Staff Development Program

Guidelines

Registration: Registration will be on a first-come, first-served basis and will be coordinated by the office of the Director of Human Resources. Walk in registration is not permitted.

Attendance: Staff members are responsible for signing in at each session attended. Participants are expected to attend all sessions of a course series. If a participant misses any session or is unable to complete the entire course, accumulated clock hours can be held until attendance at another session of the same course or other arrangements can be made. Since courses will follow a developmental curriculum, participants who miss sessions must contact the instructor and determine if the instruction missed, as a result of an absence, would hinder continued successful learning of new knowledge and skills. Nonattendance at the first session of a course will result in cancellation of registration for that course. To obtain full credit, the expectation is that all staff arrive on time and remain for each class session. Courses which are part of this program may not be repeated for credit. Full credit course hours may be added and converted to one credit hour per sixteen clock hours of instruction. Incentive options other than salary credit hours are being considered.

Class Size: In order to maximize learning, most hands-on technology staff development classes will not exceed the number of work stations in the training lab. In most cases, low enrollment in a class will result in cancellation and rescheduling due to financial considerations.

Location of Class Sessions: Every effort will be made to hold classes at all sites. Some courses will have to be scheduled at certain buildings due to availability of equipment, facilities, instructors and other restrictions. Staff will be able to attend classes in any building where a course is offered.

Guidelines continued

- Time of Classes:** Courses will be offered after school, evenings, Saturdays, vacations, and summer. The course schedules will be published on a regular basis as courses are established and instructors become available.
- Prerequisites:** Many courses will state prerequisites to assure that the course activities are meaningful to the participants. Therefore, participants are encouraged to strictly adhere to the prerequisites for the course. These prerequisites have been established to allow the instructors to provide maximum learning experiences.
- Out-of-District Course Credit:** Participants in the voluntary program are encouraged to take courses through the district offerings. This allows district staff to interact, collaborate, and develop support systems within each school. Staff, however, may fulfill up to 10 hours outside the district. Technology staff development activities may include workshops attended on non-contract time. Prior approval through the office of the Assistant Superintendent is necessary.
- Instructors/Leaders:** Approved technology staff development leaders may apply up to 48 clock hours of training time toward credit hours per salary lane. Leaders will be compensated at an appropriate hourly rate for instructing classes.
- Proposing Courses:** It is possible for staff members to propose a course related to technology. Proposals should increase the technology knowledge base and skills of staff rather than focus on curriculum/instructional development. Proposal forms are available through each principal's office and the office of the Director of Human Resources.
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