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Section 5.2 Self-Directed Professional Development Proposal Form

C. Professional Days: In the 2015-16 and the 2016-17 school years (Sept 1-June 30) an employee may work up to an additional 7.5 hours outside the workday participating in self-directed professional development aligned with approved employee goals or District/building initiatives. Such professional development offering shall be approved in advance by a building administrator.

Pre-Approval: Needs to be submitted to building administrator/supervisor at least one week in advance

Professional Development definition: "activities which are designed to improving a teacher's knowledge, skill, and effectiveness in order to improve student learning."

Title of Activity:

Date/Times:

Location:

Briefly describe the activity:

How is this aligned with my goals or the building goals?

How will this benefit my students?

Teacher Name (print) _____

Teacher Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____

Verification: Attach artifacts and/or evidence which verify attendance and/or participation (ex. Emails, certificates of completion, sign-in sheet copy, etc.) will be submitted after completion no later than June 15, 2017.

