

2010-11 KYAE Professional Development Policy

The purpose of professional development (PD) in Kentucky is to raise the level of expertise of Kentucky's adult educators through life-long learning opportunities so they can equip our students for success. **The theme for PD in 2010-11 is Quality Instruction.** Emphasis will continue to be on math, reading/writing and managed programs (syllabi, curricula, lesson plans, etc.).

General Information and Requirements

- **KYAE Professional Development Catalog** www.kyvae.org/courses/courses.aspx is the registration site for instructor institutes and online courses.
- **Staff titles** (program director, instructor, instructor's aide and clerk) must be the same in AERIN as they are on KYAE forms, i.e., the Basic Grant Budget/Personnel Worksheet. Individual professional development will be based on the Job Activation Date, Job Description and AE Status (part-time, full-time) entered in AERIN under the Staff General and Additional Information screens.
- Part-time and full-time **employment status** of all adult educators will be defined by the fiscal agent.
- An instructor or instructor's aide shall not repeat an institute within three years without prior approval from KYAE.
- New hires have 30 days to register for PD unless otherwise noted in policy.

Successful Completion of PD Requirements

- Pre-work and pre-tests must be completed **one week before** the first face-to-face training or first week of the online course.
- In order to fulfill professional development requirements, participants must attend all required institute events, including face-to-face trainings (seven hours each day), Web conferences and conference calls, as well as, successfully complete all projects and tasks.
- Each institute and online course will include a classroom project. A scoring rubric will be used to assess all projects and tasks. The institute facilitator will evaluate and score the classroom project using the KYAE-classroom project rubric. **Participants will need to earn at least a "2" out of a possible "3" in each area on the classroom project rubric.** The institute facilitator will work with participants when extenuating circumstances occur that prevent a participant from attending a required component of training.

PD Planning and Tracking

- An annual **PD plan** will not be required by KYAE. KYAE recommends that programs continue to set individual PD plans to support their program's needs and to have a PD growth plan and history for each staff member.
- Professional development histories, beginning with 2009-10 will be found in AERIN. See the reporting module in AERIN.

Requirements for Program Directors

Program directors hired before January 1, 2010, will:

- Complete the Program Director Institute (approximately 50 hours). Consists of five face-to-face trainings (7 hours per day) beginning with a two-day first session kickoff in December (14 hours), a two-day continuation (14 hours) and a one-day showcase (7 hours), conference calls (1-2 hours), Web conferences (1 -2 hours) and a project (7 hours).
- Program directors excluding those participating in a 2010-11 targeted institute (PowerPath and Standards-in-Action), will also participate in two PD Webinars on how to support staff as they learn new instructional strategies under the KYAE PD model. In addition, these directors will accompany at least one of their instructors or instructor's aides to see their presentation at an institute showcase in April or May 2011.
- Program directors participating in a 2010-11 targeted institute (PowerPath, Standards-in-Action or Managed Program Pilot) may count those activities as the **project portion** of the Program Director Institute.

Directors hired or reclassified on or after January 1, 2010, will:

- Complete the Program Director Institute (December 2010), the institute project and the follow-up activities including Web conferences, conference calls and additional face-to-face meetings.
- Complete the Orientation to Adult Education online course (6-8 hours, no project) within the **first 60 days** of hire or reclassification as program director.
- Participate in the face-to-face New Program Director Orientation (7 hours, Fall 2010).

Requirements for Full-time Instructors and Instructor's Aides

All full-time instructors and instructor's aides will complete one instructor institute. The institute pre-work and pre-tests must be completed **one week before** the institute's first session kickoff. Participants will need to earn a "2" in **each area** of the classroom project rubric to successfully complete an institute or online course.

Instructors and instructor's aides **who have instructional duties** (tutoring, reviewing work with students) will attend an institute based on their number of years experience in adult education. All institutes will require completion of a classroom project.

- **1st Year Instructor Institute (Approximately 57 hours)**
 - This institute is for instructors and instructor's aides hired on or after January 1, 2010.
 - Prerequisite: Orientation to Adult Education online course.
 - Consists of a total of **six days** of face-to-face trainings which includes a three-day first session kickoff (21 hours), a two-day second session continuation (14 hours) and a one-day final session showcase (7 hours), conference calls (1-2 hours), Web conferences (1-2 hours), a classroom project (7 hours) and coaching visits (2-4 hours).
- **2nd Year Instructor Institute (Approximately 50 hours)**
 - This institute is for instructors and instructor's aides hired between January 1, 2009, and December 31, 2009.

- Prerequisite: Orientation to Adult Education online course.
- Consists of a total of **five days** of face-to-face trainings which includes a three-day first session kickoff (21 hours), a two-day second session (14 hours) and a one-day final session showcase (7 hours), conference calls (1 -2 hours), Web conferences (1-2 hours), a classroom project (7 hours) and coaching visits (2-4 hours).
- **Experienced Instructor Institutes (Approximately 50 hours)**
 - The Experienced Instructor Institutes are for instructors and instructor's aides hired before January 1, 2009.
 - **Reading and Writing: Best Practices Institute**
 - Prerequisite: Orientation to Adult Education
 - Consists of **five** face-to-face trainings, a two-day first session kickoff (14 hours), a two-day second session (14 hours) and a one-day showcase (7 hours), a classroom project (7 hours), one or more Web conferences, conference calls and coaching visits (2-4 hours).
 - **Strategies for the Struggling Reader: Diagnostics to Instruction Institute**
 - Prerequisites: Orientation to Adult Education and Reading and Writing Instruction: Best Practices. Those who have participated in Reading Diagnostics or the Struggling Readers trainings prior to fiscal year 2009-2010 may be exempt from sections of this institute and only be required to complete the piece they missed. Contact Dawn Hanzel, Dawn.Hanzel@uky.edu, at the Collaborative Center for Literacy Development.
 - Consists of **five** face-to-face trainings, a two-day first session kickoff (14 hours), a two-day second session (14 hours) and a one-day showcase (7 hours), a classroom project (7 hours), one or more Web conferences, conference calls and coaching visits (2-4 hours).
 - **Differentiated Reading Instruction in a Multi-level Classroom Institute**
 - Prerequisites: Strategies for the Struggling Reader: Diagnostics to Instruction and Reading and Writing Instruction: Best Practices.
 - Consists of **five** face-to-face trainings, a two-day first session kickoff (14 hours), a two-day second session (14 hours) and a one-day showcase (7 hours), a classroom project (7 hours), one or more Web conferences, conference calls and coaching visits (2-4 hours).
 - **Geometry and Number Sense Pedagogy Institute**
 - Prerequisite: Orientation to Adult Education
 - Consists of **five** face-to-face trainings, a two-day first session kickoff (14 hours), a two-day second session (14 hours) and a one-day showcase (7 hours), conference calls or Web conferences and coaching visits.
 - **Geometry Content Institute**
 - Prerequisite: Orientation to Adult Education
 - These institutes will kick off in January 2011. They will have **six** (instead of five) days of face-to-face trainings. The rest will be online. KYAE will offer this content institute only for a limited time.
 - **Number Sense Content Institute**
 - Prerequisite: Orientation to Adult Education

- These institutes will kick off in January 2011. They will be online without any face-to-face training or Webinar. KYAE will offer this content institute only for a limited time.
- **Learning to Think, Learning to Learn: What the Science of Thinking and Learning Has to Offer Adult Education Institute**
 - Prerequisite: Orientation to Adult Education
 - Consists of **five** face-to-face trainings, a two-day first session kickoff (14 hours), a two-day second session (14 hours) and a one-day showcase (7 hours), a classroom project (7 hours), one or more Web conferences, conference calls and coaching visits (2-4 hours).
- **Targeted Instructor Institutes**

Dates and locations for the three Targeted Instructor Institutes will be distributed to participants by KYAE. KYAE will also register participants for these institutes.

 - Managed Program Pilot
 - PowerPath
 - Standards-in-Action

Requirements for Part-time Instructors and Instructor's Aides

Part-time instructors and instructor's aides who have instructional duties (tutoring, reviewing work with students) hired after January 1, 2010

Part-time instructors and instructor's aides who have instructional duties (instructing under the direct supervision of an instructor, tutoring, reviewing work with students), who are not participating in an Instructor Institute, must complete the following **two** online courses:

- Orientation to Adult Education (6-8 hours, no classroom project, must be completed within the first 60 days of hire)
- Assessment to Instruction (6 weeks, one hour per week, 30 extra days for classroom project)

Part-time instructors and instructor's aides hired before January 1, 2010

Part-time instructors and instructor's aides who are not participating in an Instructor Institute shall complete **one of the following** online courses and the course accompanying project.

Part-time instructors and instructor's aides must complete **one** of the following online courses:

- Assessment to Instruction (6 weeks, one hour per week, 30 extra days for classroom project)
- Effective Instructional Strategies, Part 1 (6 weeks, one hour per week, 30 extra days for classroom project)
- Effective Lesson Planning (6 weeks, one hour per week, 30 extra days for classroom project)
- Effective Instructional Strategies, Part 2, (6 weeks, one hour per week, 30 extra days for classroom project)
- Effective Adult ESL Classrooms, Part 1 (formerly Orientation to ESL Online Course, Part 1; 6 weeks, one hour per week, 30 extra days for classroom project)

- Effective Adult ESL Classrooms, Part 2 (formerly Orientation to ESL Online Course, Part 2; 6 weeks, one hour per week, 30 extra days for classroom project)
- Foundations of Teaching Adult Numeracy by ProLiteracy (see [PD e-Handbook](#) for intensive or extended schedule; both are 12 hours and 3 extra hours for classroom activities)
- Teaching Reasoning and Problem Solving by ProLiteracy (see [PD e-Handbook](#) for intensive or extended schedule; both are 12 hours and 3 extra hours for classroom activities)

Instructors and instructor's aides who instruct less than 50 hours per year are not required to take any KYAE professional development. Program directors must indicate this status on an exemption form. KYAE will note the exemption in AERIN.

If space permits and with the program director's permission, part-time instructors and instructor's aides who have instructional duties (tutoring, reviewing work with students) may participate in and complete an Instructor Institute and classroom project in lieu of the online courses and classroom projects. The Instructor Institute selected will be based on the instructor's date of hire and adult education experience (i.e., those hired on or after January 1, 2010, may only select a 1st Year Instructor Institute).

Requirements for Clerks

Clerks responsible for program support functions (e.g. data entry) are only required to attend AERIN training. New clerks must also complete Orientation to Adult Education within the **first 60 days of hire**.

Exemptions to PD Requirements

Program directors, instructors and instructor's aides may seek exemption from PD requirements due to extenuating circumstances.

Exemption requests for instructors and instructor's aides must be submitted by the program director. Requests for PD exemptions must be received **within 10 days** of the first missed PD event. The director will complete the [2010-11 Professional Development Exemption Request Form](#) and e-mail it to KYAE at aepd@ky.gov.

Program directors requesting their own exemption must have their fiscal agent complete and e-mail the [2010-11 Professional Development Exemption Request Form](#) to KYAE at aepd@ky.gov **within 10 days** of the first missed PD event.

If an exemption request is approved, the director will file a copy of the approval in the appropriate staff folder. KYAE will note on the AERIN system the exemption status for the individual(s).

Instructors and instructor's aides who instruct less than 50 hours per year are not required to take KYAE professional development. Program directors must report these instructors and instructor's aides to KYAE by completing the exemption form and e-mailing it to KYAE at the link above in order for KYAE to note the exemption in AERIN.

Instructor's aides who assist in the classroom but do **not** have any instructional duties (instruction under direct supervision of an instructor, tutoring, reviewing work with students) are **not** required to complete any professional development. Program directors must identify these instructors on the exemption form and submit it to KYAE in order for KYAE to note the exemption in AERIN.

Trainings

Throughout the fiscal year, KYAE may host curricula, software, assessment or other trainings. These trainings may be attended when needed, regardless of completion of required professional development. PD funds may be used for travel to these KYAE-sponsored trainings.

Conferences

Only performance funding may be used to attend [KYAE-approved conferences](#); however, no more than **two** persons per county program may attend the same conference. Exemptions may be considered on an individual program basis. The program director or supervisor will complete the [Conference Attendance Approval Application](#) and send it to KYAE at aepd@ky.gov.

Travel outside of the contiguous United States is not an allowable cost.

College Tuition Reimbursement

KYAE will reimburse up to \$1,000 per semester (not to exceed \$3000 per program year) per **full-time** staff member for college tuition while funds are available. Reimbursement is available for undergraduate coursework in learning disabilities, education, reading, language arts, science, social studies, math, English as a Second Language (ESL) and for graduate level courses to earn a master's degree in linguistics, ESL, adult education, arts in teaching, reading, language arts, science, social studies and math.

Programs will not use their PD allocations for college tuition reimbursement.

- Reimbursement will apply to Kentucky's public postsecondary institutions only.
- The courses must be approved by KYAE before the first day of class.
- Staff eligible for employer or fiscal agent tuition waiver are not eligible for KYAE college tuition reimbursement.
- The program director or supervisor must send the completed [College Course Approval Application](#) to aepd@ky.gov.
- For approved requests, the staff member must earn a letter grade of "C" or better. For a graduate course, the staff member must earn a letter grade of "B" or better.
- The program director will provide a copy of the college tuition expense as part of the KYAE-10 invoice along with a copy of the transcript showing completion of the course at the grade levels listed above. KYAE will only reimburse fiscal agents. A copy of the transcript must also be filed in the staff personnel file.
- In the event that an employee, having received KYAE tuition reimbursement, does not continue in employment at the adult education program for a six-month period following

completion of a course, the employee shall repay KYAE for the cost of the educational assistance. All materials for reimbursement must be received by the final invoice date.

- An employee who is laid-off shall not be obligated to the six-month service obligation clause and shall not have to repay educational assistance funds provided the previous semester.
- KYAE is authorized to recover education assistance funds expended if:
 - The course(s) is (are) dropped, regardless of cause, without prior approval of the appointing authority or his/her designee.
 - The employee resigns/retires or is dismissed for cause prior to completion of a six-month service obligation after completion of the course or during the course.

PD Funds

PD funds are reserved to support the KYAE PD model. Prior written approval from KYAE is required for using the PD allocation to support additional PD, including local PD, once the expenses of the model are met. The program director will send a written request to aepd@ky.gov. The request will include:

- the local PD activity and date
- scheduled participants (names, titles and e-mail addresses)
- reason for the local PD
- the cost

PD funds are to be used for:

- KYAE-sponsored trainings, meetings or events.
- Salaries for staff attending KYAE-sponsored trainings, meetings or events.
- Actual costs of registration, not to include memberships. Meals covered by registration fees are **not** reimbursable.

Non-Allowable Costs

Non-allowable costs include, but are not limited to:

- Substitute instructors covering classrooms. (Substitutes may be paid from instructional funds.)
- Routine duties of staff, including but not limited to, meeting with students, attending staff meetings or other duties not associated with professional development.
- Membership dues for professional organizations.