

xcellence

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Contact Information

Tacoma Public Schools

Classified Professional Development (CPD)

Central Administration Building (CAB)

601 South 8th Street, 6th Floor

Tacoma, WA 98405

Cathy Martin, Coordinator

253.571.1157

Denice Hall, Payroll Specialist

253.571.1267

Linda Ward, Registrar

253.571.1183

CPD Information Line

253.571.1144

The Tacoma Public Schools comply with all federal rules and regulations and do not discriminate on the basis of race, color, national origin, gender, age, marital status, disability or religion. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning disabilities) should be directed to LuAnn Kucklick, Director, Comprehensive Guidance Services, PO Box 1357 Tacoma, WA 98401-1357; telephone 253-571-1063. Inquiries regarding the application of laws concerning race, color, national origin, gender, age, marital status, disability or religion (other than under section 504) should be directed to Marilyn Walton, Assistant to the Superintendent PO Box 1357 Tacoma, WA 98401-1357; telephone 253-571-1292



Monday, October 16, 2006

Dear Classified Staff Member,

Welcome to the **Professional Excellence Program (PEP)** for Tacoma School District Office Professionals, Professional Technical Employees, and ParaEducators. The PEP program was designed with you in mind. Tacoma School District has a strong commitment to support you professionally by providing funds and programs geared toward individual professional and personal growth. **You will not find a more comprehensive program designed specifically for “Classified” support staff anywhere else in the State.**

You choose your level of involvement. PEP classes are offered throughout the year. In order to be considered a “PEP class, the class must be approved and offered through Classified Professional Development (CPD). You may simply attend classes using your professional development hours for pay, or you can choose to complete the competency assignments and earn PEP credits toward stipends. Staff members may also attend approved workshops and conferences outside the district using professional development funds. Additional information about your options is included in this booklet. No matter what level of involvement, both you and the district stand to benefit from the increased skills and knowledge you will gain.

If you are new to the district or have never participated in the PEP program – Welcome. We have a small, but wonderful, staff here in CPD to assist you with your questions, registration concerns, forms. Your bargaining group also has an Advisory Group for Professional Development. This group helps guide the PEP program and is your communication link for input and ideas related to the program. Please feel free to contact your representatives if you have suggestions or ideas. A list of members is included in this booklet.

We hope you will take advantage of this wonderful benefit. If you have any questions don't hesitate to contact me or my office. Thank you and have a wonderful year!

Cathy Martin, Coordinator
Classified Professional Development
cmartin@tacoma.k12.wa.us

PEP Advisory Committees

PARA Advisory Committee:

Name	Position	Location	Phone
John Goebel	Assistant Director	Special Education	X 1145
Tina Isakson	SLPA	Delong, Geiger, Larchm	X 2330,2340
Rosalind Johnson	SPED Para	Edison Elementary	X 1848
Connie Koontz	Vision Program Para	Grant Elementary	X 5410
Cathy Martin	CPD Coordinator	CAB 4 th FL	X 1157
Barb Randall-Saleh	Union President	Para Federation	473-2033 970-6561
Lisa Van Hagen	SPED Para	Hunt	X 2442
TBD (2)	Vacant Positions		

* Most paras do not have access to phones in their classrooms so the best way to get in touch with them is to leave a message in the main school office. They are good about delivering them the messages.

OPPT Advisory Committee:

Name	Position	Location	Phone
JoAleen Ainslie	P-Card Coordinator (PT) OPPT President	Purchasing Dept.	X 3385
Mark Craypo	Comp.Tech (PT)	Willard Resource Ctr	X 3561
Janet Caldon	Secretary CPOD (OP)	CAB, HR	X 1061
Sandra Green	Secretary (OP)	Sherman Elementary	X 2255
Carol Lowenstein	Scheduling Secretary (OP)	Jason Lee	X 1395
Cathy Martin	Coordinator, CPD	CAB HR	X 1157
Bonnie McGuire	Director, Classified Svcs, HR	CAB HR	X 1245
Connie McGuire	Secretary, SpEd	CAB	X 1225
Donnie Mitchell	Library Technician	Willard	X 3513
Greg Whiteman	Exec. Director of Instructional Tech	CAB	X 1160

Roles and Responsibilities

The Office of Classified Professional Development shall involve Office Professionals, Professional Technical Employees and Para-Educators in planning and offering professional development for bargaining unit members. Two Professional Development Advisory Committees were formed for this purpose. Committee responsibilities include, but are not limited to the following:

- Make recommendations for staff development offerings designed to utilize the expertise of the participants to provide the content of the class (user groups, etc).
- Assist with the production of the annual OP/PT and Para-Educator conferences.
- Survey and evaluate current trends in Professional Development.
- Serve as communication link and representatives to association members.

* If you are interested in joining one of the Advisory Committees please contact Cathy Martin, Coordinator Classified Professional Development, 571-1157.

Professional Excellence Program

General Information

The Professional Excellence Program (PEP) is designed as a collaborative effort between the District and classified employees to exemplify Tacoma School District's strong commitment to provide quality training opportunities for classified staff. PEP classes make available comprehensive and diverse training opportunities that are designed to build skills and knowledge, enhance work performance, and provide opportunities for professional and promotional goals.

PEP classes are offered under a variety of training components. Components include, but are not limited to topics such as: Office Skills, Communications, Human Relations, Technology Applications, Para-Educators Today, District Programs and Procedures and Independent Study. A complete list of components and program guidelines and procedures is available in this booklet as well as on the Classified Professional Development website.

Frequency of Classes

CPD will make every effort to offer classes in each component at least once each term during the year--more if there's enough demand. If requests are received and sufficient enrollment is attained, classes may be offered more frequently. Also, groups of 10 or more from a single or combined work site may request a specific class by contacting our office.

Registration

Class offerings will be listed on the website – www.tacoma.k12.wa.us. Please see directions on how to access PEP Information on the District Website on page 8 of this booklet. A fillable registration form is available on the CPD website under forms. Registration is accomplished by one of the following ways:

- Sending the on-line registration form by interoffice mail to:
Registrar, Classified Professional Development, CAB, 4th floor.
- Faxing it to:
253-571-1247 (CPD, Attn: PEP Registrar)
- Mailing your registration form to:
Tacoma Public School
601 South 8th Street
Tacoma, WA 98401-1357
Attn: PEP Registrar, 6th floor

PEP Fees

PEP class fees for OP, PTs and Paras are currently paid out of district in-service funds (not individual funds). If materials, books, or other fees apply it will be indicated in the course description and fees will apply to all participants.

Administrators and other staff are welcome to take classes for a \$5. registration fee. Adult family members of staff and Tacoma School district taxpayers may also attend classes on a space available basis. Their \$10. registration fee is non-refundable, unless the class is full or cancelled. Refunds given only if class canceled by the Professional Development Department. Refunds will not be given for cancellations or no-shows. Credit certificates may be issued.

Attendance

Attendance at PEP classes will be verified by a sign-in/sign-out sheet. Participants are expected to attend all sessions of classes and complete outside competency assignments to receive PEP credit. It is a violation of District policy and state law to misrepresent attendance on sign-in/sign-out forms. Attendance at ALL sessions of a multi-session class is mandatory to receive PEP credit, unless otherwise noted.

Cancellation Policy

A fee of \$10 per class will be charged for late cancellations and no-shows. The fee will apply to cancellations received less than 5 days in advance of the class start date and class no shows. This fee is intended to minimize no-shows, limit the number of people on wait lists from attending classes and maximize enrollment. It will also help cover the cost of materials and instructor time when classes are run with less than the minimum enrollment due to no-shows. Future registrations may be held until fee is paid. Emergency situations will be taken into consideration on an individual basis. Credits may be issued. Please email or call the CPD registrar (1183) in advance, whenever possible, to cancel your registration.

PEP Stipends:

In addition to in-service pay for attending classes, participants can earn stipends by completing competency assignments. Completion of the competency assignment is optional for those who wish to work toward a stipend. When a participant completes 30 hours of class time and competency assignments in one component area they will earn a \$400 stipend. Stipends are processed automatically by Classified Professional Development when attendance hours reach 30 in one component area. Stipends are limited per year. The Independent Study Component has special guidelines and requirements. See Competency Assignment Guidelines for more information. See your individual group contract for exceptions and other information specific to your bargaining unit. **Please note that in-service hours and stipends (PEP pay) is only available to bargaining unit members - not hourly employees or subs.**

In-service Pay

Paras, OPs and PTs can use their in-service money to be paid for attending classes.

- PEP classes on non-work time – fill in the space on the class sign-in sheet that asks if you want PEP pay and how many hours.
- Building based or non-PEP classes – Be sure to sign the class sign-in sheet. A copy is generally forwarded to the payroll specialist of the Classified Professional Development Department to enter hours for pay, as long as the employee has a balance.
- Out of district classes/workshops (requires pre-approval): Fill out a Utilization of In-service Hours form (which can be found on the CPD website) and attach a brochure about the class or workshop and forward to the Professional Development Department prior to the class. If approved, verification of attendance will be required for pay, such as a certificate.
- College course (requires pre-approval): Send your request attached to the Utilization of In-service Hours form and specify dates and times of class; a syllabus works well for this. If approved, send in a grade sheet or transcript when the class is over to complete your paperwork.

Send completed paperwork to:

Classified Professional Development
6th Floor CAB, Human Resources
Attn: Payroll Specialist

PEP Competency Assignment Guidelines

The purpose of competency assignments is to assess the participant's learning and understanding of class content. To make the most of participants' professional growth, the following guidelines have been established for PEP competency assignments:

1. All assignments must be neat, word processed when possible and submitted with the cover sheet which is attached to the assignment. For computer classes, disks must also be submitted when applicable.
2. PEP assignments are designed by the instructor in cooperation with the Coordinator of Professional Development. Assignments must be completed outside of work hours and class time and are expected to require 30 to 45 minutes of effort for each hour of class instruction. For example, an assignment for a four-hour class should take approximately two to three hours to complete.
3. PEP assignments are due 10 working days following the final day of class unless otherwise specified. Late assignments will be accepted with permission of the CPD Coordinator.
4. Completed PEP assignments are to be sent to the individual designated on the cover sheet. If you wish to have the assignment returned directly from the instructor to you, include a pre-addressed stamped envelope, otherwise it will be returned by district mail. The usual procedure is that assignments are sent to the CPD secretary who records your hours. Assignments are then forwarded to you at your work site.
5. It is expected that assignments will reflect accuracy, thoroughness and neatness. Instructors may elect to return assignments for revision if information given is too brief, incorrect or not specific.
6. Assignments that meet course requirements will be marked "pass." Those which are not satisfactory will be marked "revise" and may be resubmitted with revisions within two weeks (maximum of two revision attempts).
7. Participants will receive PEP credit only for classes for which they have satisfactorily completed assignments. A record of participation will be maintained at the Classified Professional Development Office; however, you are encouraged to keep your own record as well to chart your progress.* Classified Professional Development cannot be responsible for lost work. Please copy your assignments and other documents before sending for grading. It is also a good idea to retain the returned assignments which shows credit earned until you have earned and received your component stipend. Forms are provided both on-line and in this booklet to track your progress.

* Upon completion of 30 hours of class time in the same component and completion of competency assignment, participants will receive a stipend (see individual contract for stipend limitations).

SAMPLE FORMS

Registration Form

Utilization of Hours Form

Individual Professional Growth Plan

Independent Study Request Form

Independent Study Request Instructions

Component sheets to track your progress

You can find the above forms on the HR & Classified Professional Development Website:

1. Start Internet Explorer.
2. District computers should take you directly to the district's homepage. If it does not, then go to www.tacoma.k12.wa.us and following instructions below.
3. Click on "District Information and Departments."
4. You'll see several pull-down menus with district department names. Scroll down to "Professional and Organizational Development Click the down arrow.
5. Select "Classified Professional Development" (sometimes called "CPD").

[You're now at CPD's homepage!](#)

What Can I Find on the CPD Website?

Look for the blue menu bars on the left side of the page. Click on a text link and you will be taken to that page on our site. The choices are:

- PEP Program – this is the PEP guidelines and procedures booklet.
- ParaEducator Core Competencies – goals for proficiencies in the 14 core competencies from the federal government and are recommended for Special Education paraeducators by the federal government.
- Class Schedule – a current list of PEP classes being offered (PEP schedules are posted three times per year – fall, winter/spring, & summer).
- Conference Information – Annual OP/PT and Para Conference Information will be posted.

PEP CLASS REGISTRATION FORM

Classified Professional Development (CPD) Department



- **ONE** class per form please.
- OP/PT and Paras do not pay the \$5 PEP class fees (new as of 9/1/2005).
- All other staff must send \$5 check for each class – payable to **Tacoma Public Schools**.
- Please send **separate payment for each class** so that if a class is full \$5 fee can be returned.
- Refunds given only if class is cancelled by CPD. Credit certificates may be issued.
- **Refunds will not be given for cancellations or no-shows.**
- A **\$10 late cancel/No Show fee** will be charged for cancellations received less than 5 days in advance of class start date. Emergency situations will be considered on individual basis.

Name	Work Location	Work Phone
Name you like to go by, if different from above	Fax #	Home Phone
Home Address	City	Zip Code
Employee ID Number (required)	Mark One: <input type="checkbox"/> OP <input type="checkbox"/> PT <input type="checkbox"/> Para <input type="checkbox"/> Other: _____	

Registering for more than one class? Then make a copy of this form now for each class you want to take, and finish filling out the form for each class.

Class Title: _____

To take elective computer classes, you must first have completed PC Basics/Windows XP or have equivalent experience. Prerequisite waivers must be approved by CPD Coordinator.

Class Date (s): _____

Class Location: _____

Class Times: _____

<u>Return form (Paras include checks) to:</u> Linda Ward, PEP Registrar, Tacoma Public Schools Classified Professional Development, CAB 6th Floor PO Box 1357. Tacoma WA 98401	OR: fax to: 571-1247 Phone registrations not accepted. Questions: Call: 571.1183 or 1144
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Utilization of Inservice Allocation For Additional Work or Professional Development Hours Outside of District

Please check one: PT OP Para

Employees requesting utilization of the negotiated allocated hours of Staff Development **for working at their regular assignment or attending training "outside" the district**, must complete and submit this form to their principal/supervisor at least (5) working days in advance of the proposed additional time worked. No employee is authorized, nor will be paid, for more than the negotiated allocation of hours for additional work. It is the responsibility of the employee to keep a record of these hours/days worked.

- Additional work at building. Comp time Overtime /Extra Work
(Paras limited to 6 hours of extra work pay from inservice hours allocation.)
- Attending credit courses. **(Attach verification documentation).**
- Attending Workshops and Conferences Outside of District
(please attach proof of attendance).
- Using Vacation to Attend Professional Development. **(Attach verification documentation).**

PART I:

Name: _____ Employee ID#: _____

Work Location: _____ Phone Number: _____

Date(s) and hour(s) scheduled to work:

Hours must be submitted in month worked, or as close as reasonably possible.

<u>Date</u>							<u>TOTAL HRS</u>
<u>Hours</u>							

CERTIFICATION:

I hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against Tacoma School District No. 10.

Employee's Signature: _____ **Date:** _____

*** To be completed by Principal or Supervisor ***

Date of Preapproval: _____ **Principal/Supervisor signature:** _____

****To be completed AFTER ALL APPROVED DATES/TIMES ON THIS FORM HAVE BEEN WORKED.**

This is to verify that the above-referenced employee worked a total of _____ hours as indicated above.

Principal/Supervisor signature: _____ **Date:** _____

******Submit this form (PLEASE NO DUPLICATES) to Classified Staff Development CAB 4th Floor******

PART II: Staff Development Office action

Number of hours approved for payment: _____

Staff Development Representative: _____

TACOMA PUBLIC SCHOOLS
INDIVIDUALIZED PROFESSIONAL GROWTH PLAN

_____ **SCHOOL YEAR**

NAME: _____ POSITION: _____

LOCATION: _____ PHONE: _____

Goal Statement: (sample) to purchase a personal computer to increase, advance and improve my knowledge and skills in the performance of my job.

Goal Statement #1			
OBJECTIVE	ACTIVITIES	TIMELINE	EVALUATION OF OBJECTIVES (How will you measure your success)
Goal Statement #2			
OBJECTIVE	ACTIVITIES	TIMELINE	EVALUATION OF OBJECTIVES (How will you measure your success)

Supervisor Signature: _____

REQUEST SUBMISSION DATE: _____

BARGAINING GROUP:	Check One	VERIFICATION OF PEP REQUIREMENTS (to be completed by CPD Only)		
Office Professional	<input type="checkbox"/>	Grade Sheet Attached <input type="checkbox"/>	Summary Statement <input type="checkbox"/>	
Professional Technical	<input type="checkbox"/>	Transcript Attached <input type="checkbox"/>	Outside Homework <input type="checkbox"/>	
Para Educator	<input type="checkbox"/>			
Instructions: (see IS Guidelines) <ul style="list-style-type: none"> • Fill out application form • Attach required documentation • Submit to CPD two weeks prior to start date (minimum) 		CPD Coordinator Signature	Date Approved	
		PEP Credits Processed:		
		Date Processed:		
		Processed by:		

PARTICIPANT INFORMATION: PLEASE COMPLETE ALL INFORMATION

Employee Name:		EMP. ID #	0000
Work Location:		Work Phone:	
Briefly describe how this class relates to your job and/or your professional growth plan:			

INDEPENDENT STUDY COMPONENT INFORMATION:

Course Title			
Component	Independent Study	Institution (if applicable)	
Start Date		# of Credits/Hrs.	
End Date		Class Start/End Time	
<input type="checkbox"/> Course Syllabus/Description Attached		<input type="checkbox"/> Outside homework is required (min. 15 hours)	
<input type="checkbox"/> Dates, times, location, hours included		<input type="checkbox"/> Professional Growth Plan attached (current)	
<input type="checkbox"/> Course/Training is a minimum of 30 hours		<input type="checkbox"/> Professional Growth Plan on file in CPD	

Your request for PEP Independent Study has been: Approved* Denied

Coordinator Classified Professional Development

Date Request Approved

*** If approved:** Upon completion of your Independent Study, attach your grade sheet/transcript and summary report/homework to this approved form and return to **CPD – 6th Floor CAB**. Your stipend will be processed upon verification of requirements (allow minimum 3 weeks for processing of stipend). If you have questions please contact CPD at 571-1183 or 1157. Thank you.

Independent Study Guidelines

Examples:

Graded College or University course work, Technical College coursework.

PT, OP, and Para employees wishing to pursue alternate course work may submit a request for independent study credits (note: Paras are limited to one Independent Study per year). All proposed studies must include: A description of the course work (syllabus or course agenda) and a copy of the employee's current Professional Growth Plan (please see example under sample forms section). In addition, all course work must be pre-approved through the Classified Professional Development (CPD) office. If approved, and upon successful completion, documentation, and evaluation of course, the employee shall earn PEP credit under the Independent Study Component of the Professional Excellence Program.

****In order to qualify for approval the following guidelines must be met:**

1. Participants must complete the Independent Study Request / Cover Sheet form (see in sample forms section) and submit to CPD **at least two weeks prior** to the class start date to allow adequate time for review.
2. Requests for independent study must include a copy of the material that includes the course description, course requirements (such as homework and grading, etc.); the number of instructor contact hours; dates, times, and locations; and the institution providing the credit.
3. Credit is given for the number of course hours, **not to exceed 30 hours**. Attendance is required for all hours for which credit is sought.
4. The course must be graded or pass/fail. (Certificate of attendance or completion is not acceptable.)
5. The course must require homework or completion of work outside of class time and this work must be evaluated for passing or grade.
6. All time spent in class and on homework must be the employees own time. Courses taken on district time do not apply.
7. **Upon completion of the course** – the following must be attached to the Independent Study Request /Cover Sheet and submitted to Classified Professional Development.
 1. A summary of the class learning experience (word-processed) – minimum one page (or for those who prefer – a copy of the completed outside homework).
 2. Official transcripts or grade documents showing a passing grade in the class (minimum 2.0) Credit will not be granted without these documents.

Upon review of the above information your Independent Study Stipend will be processed for payment. Please allow a **minimum** of two to three weeks for processing.

COMPONENT

Descriptions & Class Tracking Forms

COMPONENT ABBREVIATIONS

Abbreviation	Category
BM	Behavior Management
CD	Child Development
COM	Communications
DPP	District Policies & Procedures
DS	Diversity Studies
ECE	Early Childhood Education
EI	Effective Instruction
HR/PD	Human Relations/Professional Development
HW	Health and Wellness
IS	Independent Study
OFF	Office Skills
PED	Para Educators Today
TECH	Technology/Computer Applications

PREREQUISITES:

Some classes may require prerequisites. Prerequisites are determined by the instructor based on skill and knowledge competencies that are necessary in a subject area in order to participate in the class. All participants must meet prerequisites when required unless they are waived with permission from CPD and/or the instructor.

CANCELLATION POLICY:

A fee of \$10 per class will be charged for late cancellations and no-shows. The fee will apply to cancellations received less than 5 days in advance of the class start date and class no shows. This fee is intended to minimize no-shows, limit the number of people on wait lists from attending classes and maximize enrollment. It will also help cover the cost of materials and instructor time when classes are run with less than the minimum enrollment due to no-shows. Future registrations may be held until the fee is paid. Emergency situations will be taken into consideration on an individual basis. Please email or call the CPD registrar (1183) in advance, whenever possible, to cancel your registration.

