

Telluride School District R-1

Teacher Academy Guidelines

August 13, 2018

Telluride Teacher Academy Program

The purpose of the Telluride Teacher Academy (TTA) is to both encourage and reward the various professional growth activities in which Telluride teachers engage. Credit may be received for participation and/or leadership in the following areas: workshops, academic coursework, curriculum development, or professional leadership activities. **TTA credit can only be awarded for activities where no payment of any sort is received.**

TTA credit is awarded according to the established District goals found within *My Learning Plan*. Approval is determined by the Superintendent of Schools with the assistance of the TTA Governance Board. The TTA guidelines are reviewed annually by the TTA Governance Board.

What is TTA Credit?

15 clock/seat hours = 1 TTA credit (e.g. If a teacher attends a 3 hour workshop, he/she is awarded 3/ 15 of a credit.) **These hours must be pre-approved and documented.**

TTA Credit Procedure:

For all activities, the following procedure needs to be followed:

1. When seeking TTA credit, teachers are required to fill out one of the activity request forms in *My Learning Plan*. If the activity is not pre-approved, TTA credit may not be awarded.
2. When the form is completed, it will be submitted automatically to the TTA Governance Board or designee for approval.
3. If the TTA Governance Board or designee has questions or concerns regarding the request, they will follow-up with the teacher or building principal.
4. Once reviewed, your approval status will be confirmed by a system email from *My Learning Plan*.
5. Once the Activity is completed, the teacher will upload evidence of completion into their File Library on *My Learning Plan* and attach it to the Activity during the Mark Complete process.

TTA Activity Categories

There are 4 categories of TTA activity: workshops, academic coursework, curriculum development and leadership.

Workshop:

TTA Credits may be earned through participation in workshops that align with the District Goals and improve the teacher's professional effectiveness. All workshops for TTA credits must be pre-approved. A workshop is defined as an intensive educational program that focuses on techniques and

skills in the field of education. Possible examples might include attendance at a conference, participation in a pre-approved book study or completion of a pre-approved webinar.

In order for TTA credit to be awarded in this category, a reflection piece must accompany the evidence of completion in My Learning Plan. Reflection options are as follows:

- Invite the principal to observe you utilizing the content with students.
- Teach the content to staff during a staff meeting/PD session.
- Upload a video of you demonstrating the content in action with your students.
- Upload a reflection paper summarizing how you will incorporate this content into your practice.

TTA credit may not be claimed for activities occurring on contract days during school hours as defined in the TEA Master Agreement. If the activity extends beyond school hours, a teacher may get credit for that time only.

Academic Coursework

College credit academic coursework can be converted to TTA credit for teachers at MA+50 only. In this case, one graduate credit will be equal to one TTA Credit.

Curriculum Development:

TTA Credit may be earned through participation in pre-approved Curriculum Development Projects. Curriculum development has the potential for improving the teacher's professional effectiveness through the creation of relevant and rigorous curriculum that aligns with State Standards and District Goals.

One TTA Credit will be awarded for each 15 hours of curriculum development. A maximum of 15 hours will be awarded for each member of a collaborative team per project. A maximum of 30 hours will be awarded for an individual working alone on a project. A maximum of 4 TTA Curriculum Development Credits may be used toward a lane change or an MA+50 TTA stipend of \$500 for a full-time FTE employee.

At the completion of the Curriculum Development Project, a copy of the new curriculum document must be provided to the Building Principal.

TTA credit may not be claimed for activities occurring on contract days during school hours as defined in the TEA Master Agreement.

Leadership:

Teachers are recognized by TTA through leadership contributions on a district, local, state, or national level in their discipline with prior approval by their Principal and the TTA Governance Board.

Leadership credit may not be awarded if a teacher is being paid for his/her work or for activities occurring on contract days during school hours as defined in the TEA Master Agreement. The exception to this would be specific District approved activities such as:

New Teacher Mentor –30 Hours (2 TTA credits).

Department Head/Grade Level Chair - 15 hours (1 TTA credit)

PLC Leader - 30 Hours (2 TTA credits).

Student Teacher (12 weeks or more) - 30 Hours (2 TTA credits).

Presenter at a TTA sponsored event or at a local or state outside workshop or convention ... (#hours of the presentation X 2 = portion of credit, i.e. a 3 hour presentation would earn 6 hours towards an TTA Credit.

Committee Participation - Standing committees such as TTA governance, 1338, Technology - 1 TTA Credit with 90% attendance at meetings, productive member of the committee as demonstrated through active and engaged participation and work on any product development created by the committee.

Committee Participation ...Ad hoc District Goal Committee .5 TTA Credit with 90% attendance at meetings, productive member of the committee as demonstrated through active and engaged participation and work on any product development or research determined by the committee.

For MA+50 Teachers:

Once five TTA Credits have been earned a \$500 stipend will be awarded annually for three years while the teacher remains employed in the district. The deadline for a stipend request is August 15th. Requests submitted after this date will be considered for the following academic year. An employee may apply for one stipend per year with a lifetime limit of three stipends. All stipends are pro-rated for FTE.

After approval, the Human Resources Office will ensure that everything is entered into My Learning Plan and the employee's personnel file.

Retirement/Leaving the District

When a teacher retires or resigns from the district, his or her TTA balances will be erased. Any teacher who separates from the District and wishes to return at a future date will be placed on the salary matrix per the TEA Master Agreement as a new hire. Past TTA credits will not be honored.