

**Bigfork School District No. 38**  
**2021-2022 Professional Development Plan**  
**PIR Time**

Teachers are required to complete seven contractual PIR days (42 hours) of appropriate professional development activities.

**Minimum Staff Responsibilities**

**1. Required In-service Days**

All members of the staff will attend in-service days on August 31<sup>st</sup>, September 1<sup>st</sup>, September 2<sup>nd</sup> and November 15<sup>th</sup>. (24 hours)

**2. MEA Educators Conference**

Teachers attending the MEA Educators Conference or related professional meetings held at that time may earn up to 2 days of PIR credit (12 hours) The scheduled dates are October 21 and 22, 2021.

Teachers opting not to attend the MEA Educators Conference must participate in **2 days (12 hours)** of qualifying alternative activities. Those activities must be chosen and signed off by the building principal by October 29<sup>th</sup>.

**3. Parent-Teacher Conferences**

Elementary/Middle School Teachers must attend two nights of Parent-Teacher conferences for a total of 1 day (6 hours). High School teachers must attend one night of PTC and at least one other parent night during the school year. (Freshman Orientation, Senior Night, etc.)

**Staff Development Goals**

1. Provide quality in-service opportunities to assist teachers in meeting the Montana State Content Standards through district curriculum.
2. Provide quality in-service opportunities to support teachers in the implementation of the goals and objectives set forth in the district's strategic plan.
3. Provide quality in-service opportunities designed to assist teachers in the continued implementation of their buildings' school reform models and schoolwide plans.

## **General Guidelines for Alternative Activities**

Some general guidelines that may be used to determine if an activity qualifies are listed below:

1. Qualifying activities may not occur during school hours on a PIR day.
2. Qualifying activities must occur in at least three-hour blocks.
3. College courses in which credit is earned do not qualify.
4. Activities must relate directly to the teacher's assignment.
5. Approval is required for activities that may not clearly fit the criteria.
6. Alternative activities noted on the Professional Development Certification Form as well as "Other" activities require prior approval of the building principal.
7. *Activities must occur during the school year July 1, 2021 June 30, 2022.*

## **Procedure**

1. Each staff member will be given a copy of the professional development plan and certification form.
2. **Each staff member will submit a plan for the 12 PIR hours by October 29th 2021.**
3. Each building principal is responsible for reviewing each certification form to verify that it specifies a minimum of twelve hours of qualifying activities. These forms will be filed by the building principal for future reference. Teachers must submit some evidence of their participation in the 12 hours of professional development (certificate, etc.)

## **Additional Staff Opportunities**

Each staff member will have opportunities to participate in additional staff development opportunities as they become available.

**Professional Development Certification Form**  
**Bigfork School District No. 38**  
**2021-2022**

I do hereby certify that I have participated or will have participated in a minimum of forty-two hours of professional development by attending the qualifying activities indicated below. Documentation is attached for outside hours.

**Activities must occur during the school year – July 1, 2021 – June 30, 2022**

√	Title	Date	Hrs. #	# of Hours Taken
	In-Service Day	8/31	6	
	In-Service Day	9/1	6	
	In Service Day	9/2	6	
	In Service Day	11/15	6	
	PTC Elem/MS	11/10-11	6	
	PTC HS	11/10	3	
	Freshman Orientation prep and presentation	9/1	3	
	Soph/Junior night prep and presentation		3	
	Senior night prep and presentation		3	
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**\*Prior approval of the building principal is required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form to your building principal when complete.*