

Bigfork School District No. 38
2024-2025 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 26th, August 27th, September 23rd, November 1st, and February 17th (30 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 17 and 18, 2024.

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 16th.

3. Parent-Teacher Conferences

Parent teacher conferences will take place on November 1st as part of a scheduled PIR day. Any other needed conferences, IEP meetings, attendance reviews, or other meetings, calls, emails or other communication with parents outside of the contractual day is considered to be part of the teaching contract as other duties assigned.

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 two-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 from June 10, 2024- June 1, 2025*

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 16th 2024.**
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.

Teacher name: _____

Professional Development Certification Form
Bigfork School District No. 38
2024-2025

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 – June 10, 2024 – June 1, 2025

√	Title	Date	Hrs. #	# of Hours Taken
	In-Service Day	8/26	6	
	In-Service Day	8/27	6	
	In Service Day	9/23	6	
	In Service Day/PTC	11/01	6	
	In-Service Day	2/17	6	
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***Prior approval of the building principal is required.**

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Please return this form to your building principal when complete by October 16, 2024