

Brackett Independent School District

PROFESSIONAL DEVELOPMENT PLAN:

Employee Guide to
Professional Development
Standards, Guidelines &
Requirements **2025 - 2026**



Section 21.4515 - Annual Adoption of Professional Development Policy(a) The board of trustees of a school district and the governing body of an open-enrollment charter school, to the extent applicable, shall annually review the clearinghouse published under Section 21.4514 and adopt a professional development policy that must: (1) be guided by the recommendations for training in the clearinghouse; (2) note any differences in the policy adopted by the district or school from the recommendations in the clearinghouse; and (3) include a schedule of all training required for educators or other school personnel at the district or school.

Purpose

Brackett ISD will provide staff development that will be:

- (1) conducted in accordance with standards developed by the district; and
- (2) designed to improve education in the district.

The intent and purpose of the Brackett ISD professional development is to ensure training to staff that will incorporate proactive and effective instructional techniques, improve staff members knowledge and skills, assist staff in responding to instructional barriers and provide knowledge on the implementation of appropriate accommodations, supports and challenges for all students, including those in special programs. In addition, the professional development at Brackett ISD is aligned with district mission and will build a strong collaborative work culture to develop a long term capacity for change and continuous improvement. The Brackett ISD professional development plan will provide a means to develop and implement rigorous, aligned and data driven curriculum, a common instructional framework and an effective school climate that incorporates collaboration, mentoring and building relationships with parents, students and staff.

BISD believes that a professional development plan should target the academic needs of the students through well designed professional development for faculty and staff. Professional Development at BISD will be research based, data driven and evaluated for effectiveness.

- ✓ Professional development will be determined through a variety of needs assessments including campus meetings, data analysis and the recommendations of the District Improvement Planning committee.
- ✓ Professional development will be ongoing to meet the needs of all students;
- ✓ T-TESS evaluations will reflect the actual implementation of the new learning in the classroom.
- ✓ Professional development will be structured to model effective teaching strategies.
- ✓ District professional development initiatives will be evaluated yearly.
- ✓ Ongoing assessment and reflection will support our determination of professional development needs.

Brackett ISD Professional Development Methods of Presentation

2025- 2026

- ✓ Region 20 presenter in person at district
- ✓ Staff Trainers
- ✓ Special Education Director - Cluster
- ✓ Vector Solutions (Required Trainings as per TEC, Chapter 21, Section 21.451)
- ✓ Director of Instruction & Accountability
- ✓ Director of Business & Finance
- ✓ Superintendent
- ✓ Program Presenters

Evaluation of Professional Development

To ensure the effectiveness of professional development in BISD, the following evaluation measures are in place:

- ✓ Input from faculty members
- ✓ Data collected from classroom walk through observations across all campuses and classrooms
- ✓ Input from the District Advisory committee.

State Required Professional Development for the 2025-2026 School Year:

Continuing Professional Education (CPE) is mandatory for all Texas educators. If you have a standard certificate in Texas, you must renew it every five years. You must earn a minimum number of CPE hours through an approved CPE provider to renew your certificate (TAC §232.13). The number of hours required depends on your certification. It is the staff member's responsibility to document professional development records in Eduphoria Strive.

LifeTime Certifications – BISD recognized that although LifeTime Certifications only require the annual CPE state requirements, professional development is needed for continuous growth and improvement in the educational field. PD is also needed for the cohesive district implementation of processes, procedures, and best practices.

Vector Solutions is the chosen platform that the district uses for implementation of state mandated training. BISD Staff is assigned training based on their role of employment. Requirements vary depending on what roles and responsibilities staff are issued. Staff members are responsible for maintaining, downloading, and/or uploading their certificate of completion for each assigned course. Teachers, administrators, counselors, secretaries and paraprofessionals are required to upload their sessions and certificates into Eduphoria. A printed copy of your portfolio which includes courses completed for the year is required to turn in at Central Office at the end of each year.

Professional Development Registration and Portfolio Management

Eduphoria Strive is an online comprehensive management program for professional development that BISD staff is provided with for the use of documenting professional development completion and credit hours. This document outlines the policies and procedures required for documentation of individual and campus professional development.

Documentation of training is an employee's responsibility. Employees will maintain a personal professional development portfolio. Professional development portfolios will be managed through the online Eduphoria Strive management system. Instructions will be provided for the management procedures.

Access to the system requires an employee email address and password. All BISD staff members are provided with a district email address to access the Eduphoria Strive system. Eduphoria Strive can be accessed through the BISD Dashboard.

Requests to attend outside training must be PRE-approved by the campus administrator prior to registration. All trip and approval forms must be completed within the deadlines given to staff. Staff is responsible for obtaining certification of course completion. Certificate will need to be uploaded into Eduphoria Strive upon completion of course.

All campus-based training will be managed through the Eduphoria Strive system. Certificates for all district provided professional development at BISD will be provided to staff members. Staff members will be responsible for maintaining certificates and credit hours in Eduphoria Strive.

Questions regarding the Eduphoria Strive System and professional development portfolios may be sent by email to: Educational Technology Specialist, Director of Instruction and Accountability or the Campus Principal

Attendance/Credit Requirements:

In order to receive credit for a workshop, all employees are required to be present for the entire training, unless arrangements have been made with the campus administrator prior to training date.

Outside training must be attended in completion. If district funds are used to register for training and staff fails to attend, the staff member will have to pay the district back for any funds used (with the exception of an emergency or extenuating circumstances that administration has approved).

All Staff are expected to attend and adhere to the Professional Development Schedule/Calendar provided by BISD. Staff should schedule practices, meetings, scrimmages, matches, games, and appointments outside of the PD schedule. Make up dates and times are not assured, while training is required.

Outside District Training Credit for CPE Hours

BISD will award credit for attendance at conferences and workshops outside the district. Pre-approval process must be followed along with all paperwork deadlines must be met. Staff members may enter into Eduphoria Strive all professional development attended outside the district for personal continuing education hours' documentation.

Professional Development Conduct

As representatives of BISD, we should always exemplify professionalism when attending training either within or outside the district. Staff members should be respectful and courteous at all times, and be focused on the learning. Please be prompt and attentive.

Gifted and Talented /Advanced Education/Reading Academies Staff Learning

Guidelines

Initial Training Requirements and Annual Updates:

School districts shall ensure that:

- (1) prior to assignment in the program, teachers who provide instruction and services that are a part of the program for gifted students have a **minimum of 30 hours of professional development that includes nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students;**
- (2) teachers without training required in paragraph (1) of this section who provide instruction and services that are part of the gifted/talented program **must complete the 30-hour training requirement within one semester;**
- (3) teachers who provide instruction and services that are a part of the program for gifted students receive a minimum of **six hours annually** of professional development in gifted education; and
- (4) **administrators and counselors** who have authority for program decisions have a minimum of **six hours** of professional development that includes: nature and needs of gifted/talented students and program options.

Note to Advanced Education teachers:

The AP five day summer training will count for a portion of the required training (parts 3, 4, and 5 listed below). Professional development in *Nature, Needs, and Characteristics of Gifted Students*, as well as *Identification, Assessment, Program Options, and Curriculum* still must be taken.

BISD utilizes Region 20 for the 30 hour G/T professional development. New teachers to BISD will need to register for the face to face training at Region 20. The courses offered are as follows:

1. G/T: Nature, Needs, and Characteristics of Gifted Students
2. G/T: Identification, Assessment, Program Options, and Curriculum
3. G/T: Differentiation of Instruction
4. G/T: Creativity, Critical Thinking, and Problem Solving
5. G/T: Social and Emotional

District/Campus Courses Information

- Professional development credit may be given for training that occurs on campus, during the work day, after school, or on campus professional development days.
- No campus credit can be awarded for less than 1 hour contact time
- Content should align to the campus/district goals, learning strands, and professional development standards.
- Campus faculty meetings do not qualify as SBEC credit or professional growth and will not be reflected in the Eduphoria professional portfolio.
- Sign-in sheets are kept for history validation. *Note: Failure to sign in at a professional development session is considered a "no show." It is the responsibility of each person attending professional development to document their attendance by adding their signature to the sign-in sheet provided by the instructor.*
- Attendance credit may be granted by the instructor, administrator, or appropriate trained representative at the time of training or following training.
- BISD provides a professional development calendar for the school year and it is presented to the board for approval. The professional development approved plan includes compliance requirements as per TEA.
- A Certificate of Completion will be provided by BISD for any DISTRICT provided training. Staff members are responsible for maintaining and uploading it into the Eduphoria platform.

