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Professional Development Guidance  
 Teacher Directed Professional Development-Refer to CBA, Article 21

Common questions regarding **outside of district** professional development:

<p>Did my principal or an administrator ask me to attend?           (District-directed PD)</p>	<p><b>Summer or non-school day:</b>          Generally training/travel/meals are paid, salary/hourly not paid.          *If an exception is made and a teacher is being paid, other teachers attending the same training must also be paid. All travel and monetary arrangements must be agreed to in advance.</p> <p><b>School year:</b>          Training/travel/meals are paid, salary/hourly paid if during a work day.</p>
<p>Did I ask to attend a training related to my position, building-related, or District-related goals and my principal agreed?           *PD/training is related to teaching positions, not coaching positions. Coaching PD/trainings may not take the place of District PD/training.           (Teacher-directed PD, District paid PD)</p>	<p><b>Summer or non-school day:</b>          Training/travel/meals are paid, salary/hourly not paid.</p> <p><b>School year:</b>          Training/travel/meals are paid, salary/hourly paid if during a work day. District covers the cost of the sub.</p>
<p>Did I ask to attend a training related to my position and my principal partially agreed?           (Teacher-directed PD, partially District paid PD)</p>	<p><b>Summer or non-school day:</b>          Training/travel/meals may be paid, salary/hourly not paid.</p> <p><b>School year:</b>          Training/travel/meals may be paid, salary/hourly may be paid if during a work day. Principal may allow the use of Personal Leave and leave without pay for cost of the sub.</p>
<p>Did I ask to attend a training related <i>or</i> unrelated to my position and my principal denied my request?           (Teacher-directed PD, District non-paid PD)</p>	<p><b>Summer or non-school day:</b>          Teacher is responsible for training and all related costs.</p> <p><b>School year:</b>          Teacher might not be approved to take the leave. If approved to take the leave, teacher is responsible for training and all related costs, including taking Personal Leave or days without pay during the school year. Cost of sub covered by leave without pay.</p>

Common questions regarding **inside of district** professional development:

<p>Examples of professional responsibilities <b>not qualifying</b> for additional pay or stipend</p> <p>*In the event of no volunteers to supervise, and teachers are required to attend, they will be compensated at the rate set in the CBA, Article 15.</p>	<p>Family nights            Title 1 nights            College &amp; Career nights            Music programs            Graduation            Science Fair            SST/FRT            Site Council            Safety Committee</p>
<p>Curriculum Rate</p> <p>*General education work            *All arrangements must be agreed to in advance by the teacher and the supervisor.</p>	<p>School-year trainings (ex. ECRI, AVID)            Curriculum development            Cadre meetings (not previously covered through a stipend)            Summer committee work</p>
<p>Per Diem</p> <p>*Specific to <u>your</u> position            *All arrangements must be agreed to in advance by the teacher and the supervisor.</p>	<p>Teaching additional courses            Delivering PD            SpEd work day prior to school year</p>
<p>Other:            Training that does not qualify for additional pay</p>	<p>Training that comes as included in a previously assigned stipend (TIC, EdTech Cadre)</p>

\*\*Additional pay and/or stipends are for work outside of the work day (additional work) beyond the regular position.