



School District of West De Pere
Curriculum Department
Tier I and Tier II Hours

Every teacher with a full time (1.0 FTE) contract is required to complete eight hours of professional development each year. These required hours are divided into tiers. Four hours are required at the Tier I level and four hours are required at the Tier II Level. All Tier I and Tier II hours will be approved and tracked through the Curriculum office.

Tier I hours are provided by the district. Each year will focus on a particular topic, based on any mandate or initiatives that require us to provide information/training to all teachers.

Tier II hours are chosen by the teacher and can cover many different topics. These can include any combination of district-organized opportunities, external opportunities, or teacher-organized opportunities.

<u>District-Organized Opportunities</u>	<u>External Opportunities</u>	<u>Teacher-Organized Opportunities</u>
<ul style="list-style-type: none">• No cost to teachers• Hours are automatically approved• Attendance will be verified through the district sign-in sheets• Examples include: Supper and Strategies sessions, SITA, Tech Talks, Summer Technology and Literacy Workshops, New Teacher Workshops	<ul style="list-style-type: none">• Professional development opportunities organized by another district or learning institution• Must be approved by Curriculum Director. Form found on the "Staff" page of the district website• Examples include: weekend, evening, or summer conferences, Institute for Learning Partnerships offerings	<ul style="list-style-type: none">• Teachers may propose and organize their own professional development opportunities• Must be approved by Curriculum Director. Form found on the "Staff" page of the district website• Examples include: A professional book club

Additional Guidelines

- All hours must be earned outside of the normally contracted teacher workday
- Part time teaching contracts must complete an appropriate amount in accordance with his/her employment status (i.e.- 0.5 FTE contracts must complete four total hours: two Tier I hours and two Tier II hours)
- Teachers cannot receive compensation (hourly wage or stipend) for Tier hours
- Graduate credits cannot count towards Tier I or Tier II hours, since graduate credits allow movement in the pay scale
- The deadline for completion of Tier hours is the last day of the school year. Any hours completed after the last school day will be counted towards the next school year's hours

Questions? Contact Amy LaPierre, Director of Curriculum (ext. 8029) or Maggie Gertz, Curriculum Administrative Assistant (ext. 8060)