

PARAPROFESSIONAL & HOURLY EMPLOYEE INSTRUCTIONS- Submitting the PD Record for the END-OF-YEAR Summative Conference

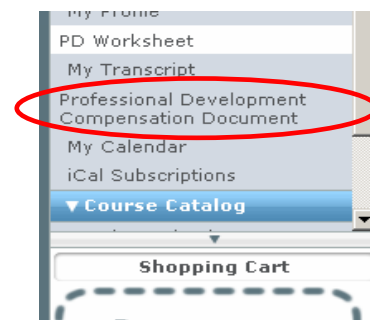
Accessing the Cypress-Fairbanks Learning Management System (CFLMS)

1. Open the CFISD Homepage.
2. Select *Staff Development* from the 'Quick Links' drop-down menu.
3. Select the *Cy-Fair Learning Management System* link.
4. Login with your Novell login (ABC10101) and employee number; begin loading.



Accessing your "PD Document"

Click "Professional Development Document" link on the left navigation bar to access your SD record .



Check your record for accuracy of the following, PRIOR to your Summative Conference:

CTE—Campus Time Equivalency

You may or may not have any Campus Time Equivalency training listed based upon your instructions from your supervisor.

- a) THIS IS ONLY FOR **TRAINING OR CLASSES** THAT YOU HAVE ATTENDED AND ARE USING FOR CTE.
- b) If you have used "Comp" or "Flex" hours for CTE (ie. working at registration prior to your first contract day), those hours will be tracked by your supervisor in a different way.

DTE--District Time Equivalency

You may or may not have any District Time Equivalency classes listed, based upon your instructions from your supervisor.

- a) THIS IS ONLY FOR **TRAINING OR CLASSES** THAT YOU HAVE ATTENDED AND APPLY to DTE.
- b) If you have used "Comp" or "Flex" hours for CTE (ie. working at registration prior to your first contract day), those hours will be tracked by your supervisor in a different way.

PDC- Professional Development Critical

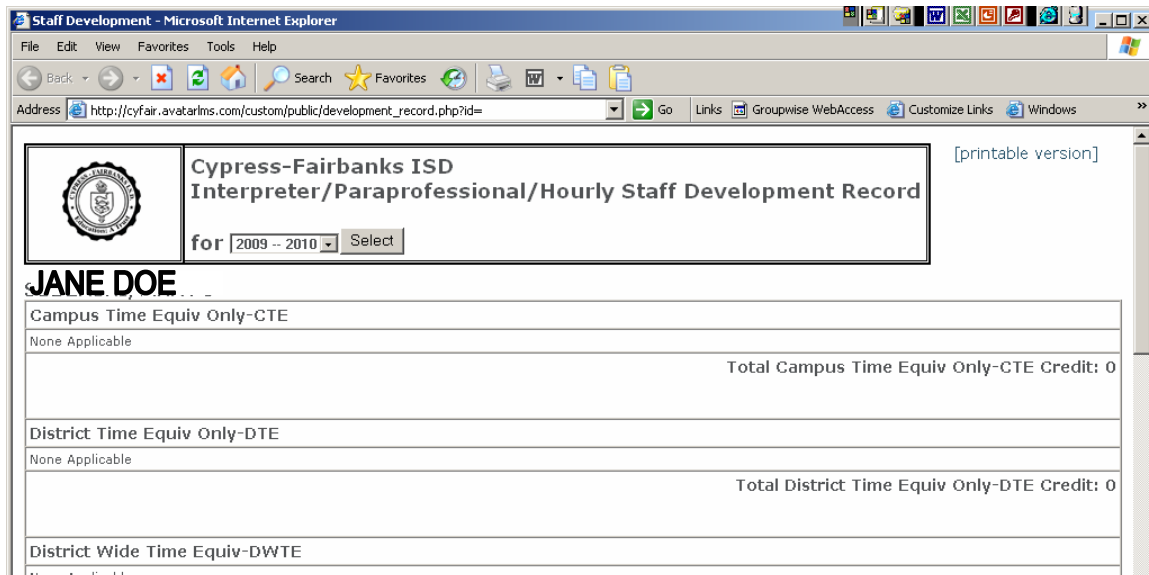
The classes that you took IN THE DISTRICT should already be listed on your record. Out-of-District hours must be added manually (see instructions below).

CCC-College Credit for Certification

CCC Classes are added manually to your worksheet as an out-of-district course (see instructions below).

PDOC- Professional Development on Contract

If you attended a professional development session during your regular contract day, it may or may not have been placed in the system. You may add PDOC at your discretion.



Professional Development Worksheet for the Teachers

Add a New Out-of-District Class

Event Title *required*

Event/Sponsor *EX: Region 4 - Houston*

Description/Outcome of Class

Credit Type *required*

Completion Date *required*
MM/DD/YYYY

Hours *required*

Notes

Adding Out-of-District Hours, like a Region IV class, a conference, or College Classes

1. Click "*PD Worksheet*" on the left navigation bar to reach the worksheet page. Enter the Event Title (the title of the class, conference, workshop).
2. Enter the Event Sponsor (ex. Region IV, NASSC).
3. Enter the Description or Expected Outcome (This is where you explain the learning goal for the event. A district supervisor will need to approve these hours and will use this information to determine credit. If this area is not descriptive enough, the request may be rejected, pending additional clarifying information.).
4. Select the Credit Type from the drop-down menu (Prof Dev Critical-PDC, Prof Dev On Contract-PDOC, Prof Dev Not Critical-PDNC, or College Credit for Certification-CCC.). **See your Principal, Staff Development Liaison or building designee for clarification and confirmation as to the different types of credit.**
5. Enter the Completion Date (the final date of the event- must be on or before 4/30 in order to appear on the current transcript). In the event that you are enrolled in a university class for the spring semester and the class is not scheduled to end until early May, 2010, you may enter the completion date of 4/30/2010 in order to receive credit on the 2009-10 record.
6. Enter the total number of hours (College hours are entered in earned hours, not as seat-time. The system will use a 15x multiplier to calculate total earned hours.).
7. Enter any additional information that may be beneficial to the approval of the event.
8. Click *Save and Submit*- hours are sent electronically for approval.

IMPORTANT:

Be sure to have a copy of transcript, certificate, or verification of attendance and number of hours earned from your out-of-district event.

This documentation will be required to submit with your Professional Development Record at your *Summative Conference*.

Even approved hours are pending verification by the appraiser of attendance and completion.

For CCC, you may also provide verification to your appraiser upon receiving your grade.

Scroll down to the "Professional Development Record"

Review the number of credits. There is a summary of each of the credit types.

2009-2010 Professional Development Record

RECORD SUMMARY	Hours	Hours That Meet the 25/75 Hour Expectation
Total Campus Time Equiv - CTE Hours	7	N/A
Total District Time Equiv - DTE Hours	8	N/A
Total Prof Dev-Critical-PDC Hours	39	39
Total College Credit for Certification-CCC Hours	0	0
Total Prof Dev-Not Critical-PDNC-Hours	4	4
Total Prof Dev On Contract-PDOC Hours	8	N/A
TOTAL	66	43

Submit your record for approval, prior to your Summative Conference

Once you have verified the accuracy all of your credits and documentation:

- a) Click “Yes” to verify that this is an accurate record, and
- b) Click that you are ready to submit your record to your supervisor/appraiser for review and approval.
- c) Select your supervisor/appraiser from the drop-down box. If your appraiser is not found in the drop-down box, please contact Robin McGlohn (281.897.4032).
- d) Select “Save Changes and Submit,” and your record will be electronically sent to your designated supervisor/appraiser for review and approval before or during your summative conference.

To be completed by the Paraprofessional/Hourly Employee
I verify that this is an accurate record of my professional development activities.
 Yes
Employee's Signature: _____ Date: _____
 I am ready to submit this summative document to my supervisor/appraiser for review and approval.
Select your current CFPDAS Appraiser/Supervisor: **Baker, Marc E**

To be completed by the Appraiser/Supervisor:
To complete the process, save your changes and return to the workflow and approve or reject this. I verify that this applicant has provided the following and I approve the compensation payment for this teacher.
 Documentation of Participation- signature, certificate, grade card, etc.
 Evidence of implementation (lesson plans, snapshots, observations, formal and informal dialog, work in leadership roles, etc.)
 An explanation during summative conference of the link which exists between activities and District/campus goals-success, need for additional support/resources, impact on students, etc.
Supervisor's Signature: _____ Date: _____

Save Changes and Submit
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Professional and Staff Development Management Systems

Knowing that your PD Record has been reviewed and approved

Allow several days for your appraiser to review and approve your PD Record. This may occur prior or during your summative conference.



This document has been approved.

PD credits that are posted to my record after the summative conference

- 1) If the credit is for a class that is in the CFLMS system (either for PDC, CTE, or PDOC) the credit is automatically added to your saved record and to the supervisor's saved copy in the “Approved PD Records” area. In addition, it is posted in the file from which the compensation payment will be pulled. Therefore, there is no need for you or the supervisor to HAVE to resubmit a paper copy. There will be a discrepancy ONLY in the paper copy,

March 8, 2010 CFPDAS/2009-10/Closing Out Documents/- Directions for Paraprofession-Hourly Employee's PD Record Updated 3-10.doc

but the electronic copies that will be saved permanently will be correct. We will be paying off of the ELECTRONIC copy.

- 2) If the credit is for a class that is NOT in the system and that you have manually added, such as a university class, you will need to resubmit the revised record electronically, and it will reappear in the appraiser's workflow system under PD Record Approvals to be reviewed and re-approved.

Who to contact with additional questions or for additional help

- 1) You may contact your Staff Development Liaison or your appraiser.
- 2) You may also contact the Staff Development office:
 - a) Joanna.orlando@cfisd.net 281.517.2118
 - b) Mary.suderski@cfisd.net 281.897.4069
 - c) Robin.mcglahn@cfisd.net 281.897.4032