

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

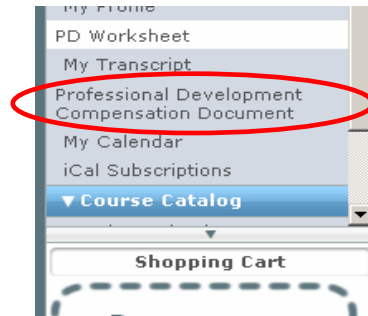
Accessing the Cypress-Fairbanks Learning Management System (CFLMS)

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 Compensation Document"

Click "Professional Development Compensation 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.

March 4, 2009

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 for Compensation

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).

**Under the district compensation plan, you may receive compensation for earned PDC hours at \$7 per hour up to a total of 30 hours, with a maximum compensation of \$210.*


CCC-College Credit for Compensation

Important: YOU MUST have a Degree Plan or a Plan of Study from the college or university on file with the Jan Price in the Paraprofessional Human Resources Department to be eligible to earn this compensation. CCC Classes are added manually to your worksheet as an out-of-district course (see instructions below).

**Under the district compensation plan, you may receive additional payment for college classes leading to a teaching certification in the amount of \$225 for a 3-hour class, with a maximum yearly amount of \$450 for two classes.*

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.

	Cypress-Fairbanks ISD Interpreter/Paraprofessional/Hourly Staff Development Record for <input type="text" value="2008 -- 2009"/> <input type="button" value="Select"/>	[printable version]
Campus Time Equiv Only-CTE		
None Applicable		
		Total Campus Time Equiv Only-CTE Credit: 0
District Time Equiv Only-DTE		
None Applicable		
		Total District Time Equiv Only-DTE Credit: 0
District Wide Time Equiv-DWTE		
None Applicable		
		Total District Wide Time Equiv-DWTE Credit: 0

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 for Compensation-PDC, Prof Dev On Contract-PDOC, Prof Dev Not for Compensation-PDNC, or College Credit for Compensation-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, 2009, you may enter the completion date of 4/30/2009 in order to receive credit on the 2008-09 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 Compensation 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 and the compensation rate. There is a summary of each of the credit types. Remember, the maximum amount eligible for compensation is a total of \$660 which includes both PDC (maximum of \$210) and CCC credits (maximum of \$450).

2008-2009 Professional Development Record			
RECORD SUMMARY	Hours	Compensation Rate	Compensation Payment
Total Campus Time Equiv Only-CTE Hours	0	N/A	-0-
Total District Time Equiv Only-DTE Hours	0	N/A	-0-
Total District Wide Time Equiv-DWTE Hours	0	N/A	-0-
Total Professional Development for Compensation (PDC & PDNC) Hours (Maximum 30 hours @\$7 = \$210)	18	\$ 7	\$126
Total College Credit for Comp-CCC Hours (Maximum 6 hours @\$75 = \$450)	0	\$ 75	-0-
Total Prof Dev On Contract-PDOC Hours	0	N/A	-0-
TOTAL (Maximum PDC \$210 + CCC \$450 = \$660)	N/A		\$ 126

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 Linda Merrell (281.517.6008).
- 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: _____

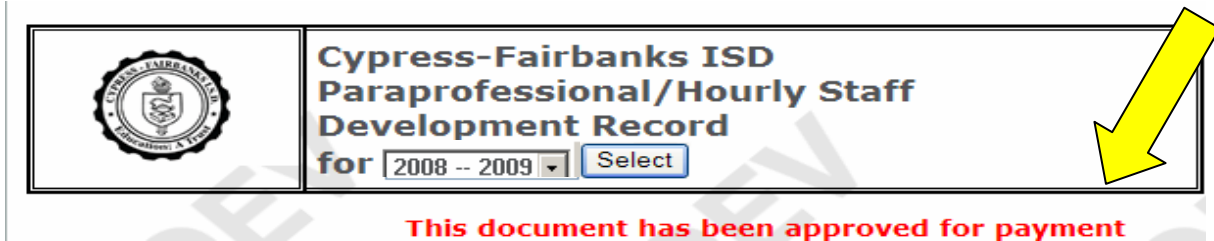
Save Changes and Submit

Alchemy Systems
 Avatar LMS™ 6.1.0-081030
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 Professional and Staff Development Management Systems

March 4, 2009

Knowing that your PDC Record has been reviewed and approved

Allow several days for your appraiser to review and approve your PD Compensation Record. This may occur prior or during your summative conference. Upon your appraiser's approval, your PD Compensation will reflect a message confirming that it has been approved for payment.



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, 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) Linda.merrell@cfisd.net 281.517 6008; 281.221.1050 (cell)
 - c) Mary.suderski@cfisd.net 281.897.4069
 - d) Robin.mcglahn@cfisd.net 281.897.4032