



## State of New Jersey

DEPARTMENT OF EDUCATION  
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*Governor*

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*Commissioner*

October 9, 2008

**TO:** Chief School Administrators  
Charter School Lead Persons  
School Principals  
County Professional Development Committee Chair  
Local Professional Development Committee Chair

**FROM:** Jay Doolan, Ed.D., Assistant Commissioner  
Division of Educational Standards and Programs

**SUBJECT:** Changes to Professional Development Requirements for Teachers and Informational Webinar on the Changes

In January 2008, the State Board of Education made some significant changes to the professional development for teachers' regulations. These included the revision of the New Jersey professional development standards and a new requirement for school-level professional development committees. These changes were based on recommendations from the Professional Teaching Standards Board (PTSB), the state-level advisory group on professional development for teachers. In this memo, I will discuss some important information about the professional development for teachers' requirements including:

- The new professional development standards;
- An overview of the changes in the district professional development plan requirements beginning in 2010-2011, including the creation of school-level planning committees;
- The change in the deadline for the submission of the 2009-2010 Professional Development Plan and changes in the plan review process by the school board and county board;
- Other key changes in the professional development for teachers' regulations; and
- Guidance and training opportunities.

## **New Professional Development Standards for Teachers and School Leaders**

Based on recommendations from the New Jersey PTSB and the Professional Development Advisory Committee (PDAC) for school leaders, the State Board of Education has adopted new professional development standards that have been adapted, with minor modifications, from the National Staff Development Council (NSDC) standards. These standards reflect the latest research on what constitutes effective professional development and address the content, process and context for professional learning. These standards are an important guide to be used in the development of an individual teacher's or school leader's professional development plan, as well as the creation of the district professional development plan. A copy of these standards is attached. The NSDC has many helpful resources and tools that support the use of these standards for planning professional learning. These resources can be accessed at [www.nsd.org](http://www.nsd.org).

## **New Requirements for the 2010–2011 District Professional Development Plan**

Based on the recommendations of the PTSB, the State Board of Education has revised the professional development for teachers' requirements to include school-level planning for professional development through a school-level committee, to begin with the 2010-2011 district plan. The school-level committee will be responsible for developing plans to be integrated into the overall district professional development plan beginning in the 2010-2011 school year.

Current research on effective professional development indicates the importance of site-based, job-embedded professional development opportunities. School-level committees can best plan for professional development that is specifically targeted to the needs of the staff within their schools.

Beginning in 2010-2011, district professional development plans will include information on both district and school-based professional activities. New planning templates for the district and school-level plans are currently being developed by the PTSB and will be available by spring 2009. Other guidance, planning tools and training will be made available throughout this school year and are explained later in this memo.

## **Getting Ready for School-Level Planning in 2010-2011**

School-level professional development committees should be in place by **December 1, 2008** to begin their work for the 2010-2011 plan submission. The school-level professional development committee will consist of a principal or designee and at least three teachers elected through their teachers' association representative.

## **Submitting the 2009-2010 Professional Development Plan for Review**

The template for the 2009-2010 Professional Development Plan remains the same as the template from last year. However, there have been some changes to the procedures for completion, submission and review of this plan. These changes are:

- The 2009-2010 Professional Development Plan must be submitted first to the district board of education for review prior to submission to the county professional development board for approval. Once approved by the county board, the district board of education has responsibility for the plan's final approval. This change in regulation was made by the State Board of Education to assure that the district boards of education had an opportunity for review and input prior to the county board approval process.
- **February 15, 2009 is the revised deadline** for submission of the 2009-2010 District Professional Development Plan to county professional development boards. The date has been changed to accommodate additional review time for the district boards of education.
- **Districts can expect to receive the complete guidance packet for the 2009-2010 District Professional Development Plan by November 1, 2008.**

#### **Other Key Changes to the Professional Development for Teachers' Initiative:**

- All new teachers employed under provisional or standard certification must have a Professional Development Plan (PDP), formerly known as the Professional Improvement Plan (PIP), within 60 instructional days of beginning their assignments. Novice teachers can accrue hours toward the 100-hour requirement as of September 1, 2008. In addition, all teachers who are newly hired in a district must complete a PDP within 60 instructional days of beginning their assignments.
- The Professional Development Provider System and provider directory have been discontinued. The state will no longer assign numbers to providers. The Provider Directory will remain on the website as a resource until January 6, 2009. Teachers must continue to produce signed provider documentation that includes a description of the professional development opportunity. Updated information on documenting professional development will soon be available at <http://www.nj.gov/education/njpep/pd/provider/index.html>.

#### **Upcoming Informational Webinar Opportunity**

On October 29, 2008, from 10:30 a.m. to 12:00 noon, the department will host a webinar to provide guidance on the new regulations and the planning requirements described in this memo, including the creation of school-level committees. Because the webinar format accommodates only 23 persons, registration will be open to 23 districts on a first-come, first-served basis, beginning **October 13, 2008**. After October 29, all educators will be able to access the prerecorded webinar and related questions and answers by going to <http://www.nj.gov/education/profdev/pd/teacher/>.

If you choose to participate in the live webinar, it is suggested that the local professional development committee chairperson register as the representative for your district. The registered participant must have a headset (earphones and microphone), and the computer used to access the webinar must have the appropriate software (see instructions when registering). To register as a live participant, go to <http://education.state.nj.us/events/>. Instructions on how to access the webinar will be sent to you upon receipt of your registration.

### **Additional Guidance and Training Opportunities**

Throughout this coming year, the New Jersey Department of Education will be offering additional training opportunities, webinars and guidance documents to support districts' implementation of the changes to the professional development requirements for teachers. These will include:

- A guidance document on the submission of the 2009-2010 plan, which will be sent to all districts by November 1, 2008;
- New Jersey's Toolkit on Collaborative Professional Learning, developed by the PTSB in conjunction with the NSDC, will be made available to school districts soon. This toolkit will provide useful information and tools to support districts' efforts to implement effective school-based professional learning;
- Templates for the district- and school-level plans, which will be available in spring 2009;
- Regional professional development opportunities on the initiative, which will be provided by the department and partner organizations. Notice will be provided of these opportunities as they become available; and
- A timeline for implementation of the professional development requirements (attached).

I believe that the key changes to the professional development for teachers' initiative outlined in this memo can help to support more productive and relevant professional learning opportunities in our schools. The department looks forward to supporting your efforts to implement high quality professional development opportunities for teachers.

JD/CP/EAS/CA/S:\Alfie\Memo to CSA re PD Changes & Webinar.doc

#### Attachments

c: Members, State Board of Education  
Commissioner Lucille E. Davy  
Senior Staff  
Kim Belin  
Sandra Alberti  
Marie Barry  
Robert Higgins

Janis Jensen  
Susanne Ochse  
Cathy Pine  
Roberta Whole  
Ken Figgs  
Eileen Aviss Spedding  
Carol Albritton  
Victoria B. Duff  
Christopher Campisano  
Executive County Superintendents  
PTSB Members  
NJ LEE Group  
Garden State Coalition of Schools  
Gerry Thiers  
Charles Ivory



# Professional Development Standards for NJ Educators

## CONTEXT STANDARDS

*Context standards address where learning occurs — the organization, system, or culture — and the organization's responsibilities to ensure results for both adults and students.*

**1. Learning communities:** Professional Development that improves the learning of all students organizes adults into learning communities whose goals result from clear, coherent, strategic planning, aligned with school and school district goals, that is embraced and supported by the school district's governing body and by all levels of the school system.

**2. Leadership:** Professional Development that improves the learning of all students requires skillful school and school district leaders who develop a school culture of shared leadership that fosters continuous improvement, supported by intellectual and financial commitment.

**3. Resources:** Professional Development that improves the learning of all students requires time and resources to support adult learning and collaboration.

## PROCESS STANDARDS

*Process standards address how the system organizes learning opportunities to ensure adults acquire the knowledge, skills, and dispositions to affect student learning.*

**4. Data Driven:** Professional Development that improves the learning of all students uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.

**5. Research-based:** Professional Development that improves the learning of all students informs teaching, learning, and leadership using the best available interpretations of relevant knowledge, including empirical research.

**6. Evaluation:** Professional Development that improves the learning of all students uses multiple sources of information to guide improvement and demonstrate its impact.

**7. Design:** Professional Development that improves the learning of all students uses learning strategies appropriate to the intended goal.

**8. Learning:** Professional Development that improves the learning of all students applies knowledge about adult learning and change.

**9. Collaboration:** Professional Development that improves the learning of all students provides educators with the knowledge and skills to engage in collegial collaboration and learning that is job-embedded and supported by sufficient time.

## CONTENT STANDARDS

*Content standards address what educators must understand and be able to apply to ensure students learn successfully.*

**10. Equity:** Professional Development that improves the learning of all students prepares educators to hold high expectations for the achievement of all students and to support their academic, social, emotional, and physical development in a safe, orderly, and supportive learning environment.

**11. Quality Teaching:** Professional Development that improves the learning of all students deepens educators' subject matter and pedagogical content

knowledge, supports the use of research-based instructional strategies to assist students to meet and exceed the New Jersey Core Curriculum Content Standards and prepares them to use various assessments to modify and improve instruction.

**12. Family Involvement:** Professional Development that improves the learning of all students empowers educators with knowledge and skills to work effectively with family and community partners.

# Implementation Calendar: Transitioning to New Professional Development Plans

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Fall 2008

- Elections for school committees by December 1, 2008
- Webinar on regulations: October 29, 2008
- School committees learn roles and responsibilities
- Creation of LPDC plans for 2009-2010 ( school plans not required)
- Provider system eliminated (documentation still required)

Winter  
2009

- 2009-2010 district plans sent to local school board for review (by January 2009)
- 2009-2010 district plans sent to County Professional Development Board for approval and feedback (by February 15, 2009)
- Webinars of new district and school-based templates (check DOE website)

Spring  
2009

- Final approval of 2009 -2010 district plan by local board
- Regional training and webinars on school and district plan components (check DOE website)

Fall  
2009

- Regional trainings
- LPDC supports school PD committees in school plan development
- School PD committees write first school plan for 2010-2011 year

Winter  
2010

- Regional trainings
- LPDC writes first collective district plan for 2010-2011
- Multi-year district plans optional beginning 2010 -2011

Fall  
2010

- New five-year professional development cycle begins
- Implementation of first school-based professional development plan and new district plan for 2010 -2011