

RSU5 Professional Certification Plan

- I. This plan will be in effect beginning August 1, 2010
- II. **Scope of the Support System** The support system will be for the schools that Comprise RSU5: Durham Community School, Morse Street School, Mast Landing School, Freeport Middle School, Freeport High School and Pownal Elementary School.
- III. **Efficient Management, Structure and Responsibilities** The RSU5 Certification Committee will function as the governance body of the support system. The Certification Committee will be composed of 2 teacher representatives from each building in the RSU. These representatives will serve for a period of one year.

The teacher members of the Certification Committee will be elected yearly by the teaching staffs at each of the schools. People interested in serving on the committee will submit their names to the building administrator by the 15th of April. All names submitted at each school will be placed on each school's ballot. A vote will be taken by the second Friday in May. Votes will be tallied by the Principal and the top two names from each school in the RSU will be submitted to the Superintendent.

In order to be considered for membership on the Certification Committee a person must have at least three years of experience in education and hold a professional certificate. In case of a tie vote, a run-off election will be held. If a vacancy occurs during the school year, an election will be held to fill the vacancy. The Superintendent will appoint one administrator from the RSU to the Certification Committee.

The term of office will be from the second Friday in May of the year of the election to the second Friday in May of the following year. Committee members finishing their terms will remain as non-voting members of the committee through the month of June in order to provide a smooth transition.

Election of Officers- At the June meeting the newly elected members of the committee will elect a chairperson and one communication/recording secretary.

Chairperson- prepares the agenda, conducts the meeting, acts as the liaison between the Certification Committee and the Superintendent of RSU5 and signs all necessary documents.

Communication/Recording Secretary- keeps minutes of all meetings; answers Communications as directed by the Chairperson.

Building Representative- maintain and secure staff files at individual schools.

Meetings - The full Certification Committee will meet monthly on a day and time decided by the committee.

The Certification Committee is responsible for approving Teacher Action Plans before and after implementation and coordinating the delivery of the services and resources to Support teams/Mentors and certification candidates. The Certification chairperson is responsible for reviewing and approving Professional Renewal Plans before and after implementation. The Certification Chairperson will provide the Commissioner of the Maine Department of Education with certification recommendations.

All staff who serve on the certification committee, support teams, or as mentors for teachers will have training in coaching and peer observation skills, an understanding of the Standards for Professional Growth Leading to Competency and will have at least three years of teaching experience. The pool of staff members, with appropriate training to serve on support teams, will be nominated by the superintendent to the School Committee for their approval.

Recommendation to the Commissioner- The final recommendation of the Certification Committee regarding a teacher's eligibility for certification shall be submitted to the Department of Education in the format required by following the procedures outlined in Chapter 119 of the Department of Education Certification rules available from the certification steering committee.

IV. Certification Recommendations by Support System

Approval of Teacher Action Plans and Professional Renewal Plans will be made prior to their implementation.

Recommendations for all candidates for initial or renewed Professional certificates will be made by the Certification Committee Chairperson based on the candidate's demonstration to the committee of the successful completion of the Teacher Action Plan or the Professional Renewal Plan.

Recommendations for candidates applying for initial Professional certification will be made by June 1st of the year that the individual's TAP is successfully completed. Support Team Members will sign the TAP to indicate the successful completion of each objective. The Support Team Chairperson or Vice-chairperson will sign the TAP indicating the plan has been completed.

Recommendations for renewal of Conditional, Targeted Needs and Transitional certificates will be made annually.

V. Support System Training

RSU5 will provide training for teachers interested in becoming involved in the certification process. Training will include learning the roles and responsibilities of support teams, background in certification rules and regulations, and training in peer coaching and conferencing. The Certification Committee will notify the Superintendent in writing by December 31st of any training needs. Administration is responsible for organizing and providing appropriate training.

VI. Support System Record Keeping

Records regarding the entire certification process for the support system will be kept in the Certification file system at each school. These records are available to members of the Certification Committee, the candidate and his/her designee and the Superintendent of Schools.

VII. Support System Communication

Members of the certification committee will be responsible for communicating information to and from their building/constituency regarding certification information.

VIII. Support Teams/Mentors

Support Teams/Mentors will be available to all teachers who are candidates for initial Professional, Provisional, Conditional, Transitional and Targeted Need certificates. The superintendent will request that the Certification Chairperson present a list of potential support team members to him/her prior to September 30th for appointment as support team members. Support team members will be nominated to the school committee by the Superintendent from among the pool of teachers who have received training and who express a desire to serve.

The Support Team will be comprised of professional level teachers. In RSU5 the suggested number is three people on a team for a first year teacher. Second year teachers may use a mentor. All members of the support team must hold a professional level certificate with at least three years teaching experience or three years of experience in education for those who are non-teachers.

A teacher from the same building will serve as a mentor teacher (when possible). For provisional teachers, the mentor will be appointed by the building administrator. If the administrator is unable to find a qualified mentor, the administrator will notify the Certification Chairperson who will work with the Superintendent to identify a mentor. The mentor will assist the teacher in perfecting skills related to their instructional strategies and professional responsibilities and will be available for ongoing feedback, observations, review of the Teacher Action Plan. Support Team/Mentors may also be persons from outside the school system.

Support Team/Mentor Duties

- The support team/mentor shall develop a Teacher Action Plan with each candidate.
- The support team/mentor shall assist the teacher so s/he will experience success in achieving TAP goals.
- The support team/mentor shall describe the assessment process and the basis for the recommendation concerning each candidate in an initialed TAP presented to the RSU5 Certification Chairperson.

Role of the Support Team Chairperson/Mentor

1. Calls all meetings.
2. Sets agenda for meetings.
3. Assists in scheduling observations.
4. Keeps teams posted on staff development opportunities.
5. Directs the group when writing the TAP with the candidate.
6. Coordinates the evaluation of the teacher action plan goals.
7. Assists the group in making the final recommendation of the support team.

Role of the Support Team Secretary/Mentor

1. Takes notes at all meetings of the support team.
2. Records in writing all work done in developing the TAP with the candidate.

3. At each support team meeting, writes the assessment of progress, with the candidate.
4. Files a copy of all minutes in the candidate's certification file and sends a copy of the minutes to the candidate.
5. Writes the final recommendation with the support team and submits it to the RSU5 Certification Committee.

IX. Teacher Action Plans-Professional Renewal Plans

Development of Plan

Initial Professional, Provisional, Conditional, Transitional and Targeted Needs teachers, with their support teams/mentors will develop a Teacher Action Plan for initial Professional Certification. This plan should be built around the Standards for Professional Growth Leading to Competency. TAPs will be submitted to the Certification Committee for approval no later than November 30th of the first year of employment.

Renewal of Certification at the Professional Level

This plan is developed individually by the candidate and is presented to the Certification Committee Chairperson for approval at least two years prior to the expiration of the teacher's certificate. In the plan, the teacher describes what activities s/he will undertake to re-certify. Candidates must submit proof of completion of the approved six professional growth credits to the Certification Committee no later than May 1st of the year they renew their certificate. See the professional growth credits section of the RSU5 certification plan for examples of activities for professional growth.

Evaluation- An annual evaluation of the Support System process will be made. At the June meeting, this evaluation will be used by the Certification Committee to make recommendations for program improvement or revision.

Stipend- Representatives on the Certification Committee shall receive a stipend or hourly rate.

PROFESSIONAL GROWTH CREDITS-EXAMPLES

<u>Activity</u>	<u>#PGC</u>
1 College credit	1
1.5 Recertification credit (C.E.U.)	1
15 Hours in-service training/seminars, etc.	1
15 Hours committee work	1
15 Peer observations (pre-conf., post conf., observation = 3 hrs. each)	1
15 Hours participating as a Support team Member	1
15 Hours of independent study	1
15 Hours of school/community activities	1
8 Weeks supervising a student intern	1
15 Hours serving on an Accreditation team	1

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