Become the ARCHITECT of your Professional Future

Is Leadership in Your Future?

Leadership Opportunities

State Requirements

Maximizing Professional Opportunities

Building a Solid Foundation

Professional Development & Learning
COMING SOON!
May, 2015

Online Platform

The Professional Development & Learning Office will be launching the new iLearnU app in May. This iLearnU online platform will replace Collier County Public Schools’ current registrar application (HERO).

iLearnU App Features:
- Inservice Calendar
- Professional Development & Learning Transcript
- Training Evaluations
- Intuitive Calendar for Training Registration

Stay tuned for more information!
Welcome to iLearnU
Your one-stop shop for all Professional Development & Learning (PDL) in Collier County Public Schools

This catalog will provide you with an overview of the various PDL Programs available to you. Calendars and further information for each section will be routinely updated. So, if you do not see a calendar of courses available for a particular program, it will be coming soon. In fact, check back on the 30th of each month for any newly released updates.

Questions about a training and/or summary listed in this catalog:
Contact your Professional Development & Learning Team at (239) 377-0021

Questions about a specific training listed within the PDL Calendars:
Contact the Curriculum Coordinator

For more information about Professional Development & Learning, please visit us online.
Florida Statute 1012.54

Purpose of instructional personnel certification—It is the intent of the Legislature that school personnel certified in this state possess the credentials, knowledge, and skills necessary to allow the opportunity for a high-quality education in the public schools. The purpose of school personnel certification is to protect the educational interests of students, parents, and the public at large by assuring that teachers in this state are professionally qualified. In fulfillment of its duty to the citizens of this state, the Legislature has established certification requirements to assure that educational personnel in public schools possess appropriate skills in reading, writing, and mathematics, and adequate pedagogical knowledge, including the use of technology to enhance student learning, and relevant subject matter competence so as to demonstrate an acceptable level of professional performance. Further, the Legislature has established a certificate renewal process which promotes the continuing professional improvement of school personnel, thereby enhancing public education in all areas of the state.

Special Education Requirements (Effective July, 2014)

- 20 Master Inservice Points or 1 College Credit
  Must be earned within your current validity period

During the 2013 Legislative Session, Senate Bill 1108 was passed and signed into law. It added an instructional component for teachers of Student with Disabilities (SWD) to the professional certification requirements without increasing the total number of hours needed for recertification.

New Teacher Orientation

All teachers new to Collier schools are required to participate in the Collier County New Teacher Orientation Program (or its make-up sessions).

Also required are the following:

- Completion of Cyberbullying session (online 8/7/14)
- Completion of Threats of Violence (online 8/7/14)
- Completion of Ethics in the Workplace (online 8/7/14)
- Completion of DCF course (online 8/7/14)
- Completion of Bloodborne Pathogen and Hazard training (online 8/7/14)
- Completion and submission of form, documenting activities (mentor, MIP courses, satisfactory evaluation) by the end of their first year

Teachers hired after August 7th will need to make up additional work through online video activities.
What must I do to renew my professional certificate?

If you renew your teaching certificate BEFORE JUNE 30, 2014

Since the new law begins on July 1, 2014, you don't need to meet this new requirement to get recertified.

BUT be sure to submit your renewal application fees & documentation NO LATER than June 30, 2014!

If you renew AFTER June 30 you WILL have to comply with the law’s changes.

If you renew your teaching certificate ON or AFTER JULY 1, 2014

Since the new law begins on July 1, 2014, you will need the 20 inservice points or one college credit in ESE instruction to get recertified if you renew after July 1.

The FLDOE has given discretion in accepting applications for early renewal. Check with your district’s personnel/human resources department for information about early renewal.

TAKE ACTION!

1. KNOW AND SHARE THE FACTS! Share this information with your colleagues. Watch for updates at FEAweb.org/recertification-ese as we get them.

2. MEMBERSHIP MATTERS! Get a colleague to join your union. We have strength in numbers - at the bargaining table, in the Legislature, in the courts.
Endorsement Programs

Gifted Endorsement

- **Nature and Needs of the Gifted (60 MIPs)**
  Student characteristics; cognitive, social, and emotional needs; and history and current research

- **Curriculum and Instructional Strategies for Teaching Gifted Students (60 MIPs)**
  Modification of curriculum content, instructional process, student products, and learning environment

- **Guidance and Counseling of the Gifted (60 MIPs)**
  Motivation, self-image, interpersonal skills, and career options for gifted students

- **Education of Special Population (60 MIPs)**
  To include the training of teachers of gifted students such as minorities, underachievers, handicapped, economically disadvantaged, and highly gifted to include student characteristics and programmatic adaptations

- **Theory and Development of Creativity (60 MIPs)**
  Elements of creativity such as fluency, flexibility, originality, and elaboration

Reading Endorsement

Next Generation (NG) Reading Endorsement Competencies

- **NG Competency 1: Foundations of Reading Instruction (60 MIPs)**
  Teachers will develop substantive understanding of six components of reading as a process: comprehension, oral language, phonological awareness, phonics, fluency, and vocabulary.

- **NG Competency 2: Application of Research-Based Instructional Practices (60 MIPs)**
  Teachers will scaffold student learning by applying the principles of research-based reading instruction and integrating the six components of reading. Teachers will engage in the systematic problem solving process.

- **Competency 3: Foundations of Assessment (60 MIPs)**
  Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem solving process.

- **Competency 4: Foundations and Applications of Differentiated Instruction (60 MIPs)**
  Teachers will have a broad knowledge of students from differing profiles in order to understand and apply research-based instructional practices by differentiating process, product, and context. Teachers will engage in the systematic problem solving process.

- **Competency 5: Demonstration of Accomplishments (60 MIPs)**
  Teachers will, through a culminating practicum, demonstrate knowledge of the components of reading, as well as assessments and data analysis, to implement a comprehensive research-based reading plan of instruction for all students. Teachers will engage in the systematic problem solving process.
Endorsement Programs (continued)

English Language Learners (ELL)
Specialization Requirements for the Endorsement in English for Speakers of Other Languages

- **Methods of Teaching ESOL (60 MIPs)**
  The course presents a variety of methods and strategies that facilitate language learners.

- **ESOL Curriculum and Materials Development (60 MIPs)**
  The course helps teachers understand and how to adapt the curriculum and materials to meet the students’ special language needs.

- **Cross-Cultural Communication and Understanding (60 MIPs)**
  The course increases sensitivity to one’s own and other cultures, including the diversity and similarities of cultures. Appropriate instructional techniques are surveyed to reach the diverse classroom populations.

- **Applied Linguistics (60 MIPs)**
  The purpose of the course is to assist teachers in developing knowledge and the skills necessary to create a classroom environment and utilize appropriate instructional techniques to facilitate second language acquisition.

- **Testing and Evaluation of ESOL (60 MIPs)**
  This course highlights the principles and practices of a variety of authentic alternative assessment procedures.

- **18 Hour Survey (18 MIPs)**
  The course assists teachers in developing attitudes, skills, and knowledge which will enable them to provide effective instruction for ELL students.

- **60 Hour Survey (60 MIPs)**
  The course provides information and background needed to identify ELL students and provide them with appropriate instruction and learning opportunities.

Industry Certification

Industry Certifications for district staff are offered in the following areas.

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access
- Intuit Quickbooks
- Adobe Photoshop
- Adobe Dreamweaver
- Adobe Flash

Other certifications are available upon request. By state law, teachers must possess the certification in order to provide instruction to students to prepare them to earn the certifications. Teachers and staff interested in obtaining certifications should contact Dale Johnson, 377-0333.
Deepen Your Knowledge

Many students enroll in courses because of sheer interest in the study. A large number of courses are available in content area studies. These studies are made available to help participants deepen their knowledge of their subject. This also extends learning to use technology to enhance their classroom teaching.

Content Areas

- Content area extension courses will be listed in the catalog. If you are looking to deepen your knowledge and to enhance your skills, this will be the area for you.

School Improvement

- The purpose of this component is to implement a program of in-service training and professional development to provide members of the school community with the knowledge, skills and dispositions necessary to support the accomplishment of the goals and objectives specified in the participants’ school improvement plan.

Technology

- Technology courses will include a variety of possibilities
  - MIMIO
  - Edmodo
  - Mobi
  - MicroSoft
  - Angel
  - Data Warehouse
  - eSEMBLER
  - BYOD
  - and More!
STEM teaching and learning is:
- analytical
- relevant

Based on models in success and in learning/development.
Grow Your Leadership Abilities

Effective leaders are able to inspire the “best performance” in others through establishing and sharing a clear vision. Collaboratively with staff, these leaders shape the future. They make things happen by building on others’ strengths. These effective leaders work to build the next generation by investing in their own growth and the development of others. Leaders are learners and inspire continuing growth in themselves and others.

To this end, Collier County Public Schools has developed a comprehensive leadership program, engaging teachers to enhance their skills to become inspired leaders. This continuum of Leadership Development Programs is described in detail in this section.

People looking to take on new studies and training can take advantage of courses available in several flexible options. It is possible to attend face-to-face classes, online offerings and/or blended classes that combine some face-to-face meeting time and some online requirements. It cannot be denied that a good education results in better career opportunities. Individuals may enroll in classes because the additional study may result in better or different career opportunities. The possibilities for skill building and leadership enhancement begin with leadership development.

Facilitative Leadership (10 hours) Online

This program has been designed for teachers interested in becoming a team leader/committee chair/academic coach/dept. chair or becoming an administrator. It is really the first introductory level class. Some of the topics will include the roles, responsibilities and expectations of administrators. This course is offered online and covers issues dealing with facilitative leadership. The desired outcomes for this Facilitative Leadership online course are:

- to gain the ability to plan and carry-out meetings, using agendas, norms, SMART goals, protocols, etc. to accomplish your goal; and
- to collaborate with your colleagues to enhance student achievement and development.

Clinical Education

Clinical Education training is offered to teacher-leaders wishing to become peer mentors. Clinical Education Training prepares classroom teachers with the necessary clinical skills to provide support and assistance to developing teachers and college/university Pre-service students.

A teacher must possess a Professional Florida Teaching Certificate, have a principal’s recommendation, and have at least three complete years of full time teaching (of which at least one full year was in a Collier County public school) in order to participate.
Clinical Education Refresher (Online)

There is an annual refresher course required of all peer-mentors prior to receiving a stipend.

Aspiring Academic Coaches Orientation and Academy

The orientation provides information to Aspiring Academic Coaches about the upcoming Academy to build professional knowledge and enhance best practice in preparation for applying for an Academic Coach position.

The Aspiring Academic Coaches Academy provides an opportunity to share research-based best practices, new district initiatives and the opportunity to extend and refine professional learning. The course curriculum covers relationship and trust building, deepening content area focus, data-driven decision-making, as well as provides increasing knowledge of Marzano and the CTEM Instructional Model.

Aspiring Leaders

This course has been designed for teachers and administrators who are actively seeking position as an assistant principal. Participants must be a current teacher with three years of experience (at least one year in Collier) or are a District Administrator. They must be recommended by their principal, have a certification in Educational Leadership and have passed the FELE. Each participant must have completed a satisfactory interview with a principal mentor, completed the Principal Insight, and have 2 years of satisfactory evaluations.

The Florida Principal Leadership Standards serve as the backdrop of the program and participants attend face-to-face classes. They also attend a School Board meeting, a leadership and PTS/SAC meeting and a non-profit Board meeting. During the course all members of the class participate in shadowing experiences of assistant principals at various levels.
Leadership 1

This course has been designed as the first year of the 2 year Preparing for the Principalship Program. Participants must currently be an assistant principal, or be a District administrator, with at least one year experience in Collier County Public Schools. As these administrators enter the program they participate in a 360 Leadership assessment and build an Individual Leadership Development plan.

During the course of the year administrators will work to enhance their skills through a number of ways: face-to-face classes, iCasts, participation in Data Dialogues, complete online modules, participate in Principal Internship experiences at various levels and begin work on portfolio entries, aligned with the Florida Principal Leadership Standards.
Preparing for the Principalship

This course has been designed for current assistant principals seeking a principal position and is the second year of the leadership program. During the course of the year administrators will work to enhance their skills through a number of ways: face-to-face classes, iCasts, participation in Data Dialogues, complete online modules, participate in Principal Internship experiences, if not performed previously and complete work on the remaining Florida Principal Leadership Standard portfolio entries.

At the conclusion of this course these administrators have earned their principal certificates and are eligible to enter into the pool for principals.
Supporting Staff

Skills and personal qualities that employers want often require enhancing one’s skill set. A skill set refers to the skills needed to accomplish a specified task or perform a given function. Some of the offerings include assessment and improvement of management and organizational skills, how to appropriately use the phone, and how to manage people. There are a number of personal and professional use technologies that are offered throughout the year.

Time Management & Organization Skills

There are several time management tools and techniques that you can practice to increase productivity and master professional organizational skills. Once a system that fits your needs is put into action, you will be more efficient and find it a breeze to plan ahead!

How To Be An Effective Manager

An effective manager must instill a high-performance mindset while creating a culture with a foundation that promotes teamwork and competitiveness for the betterment of our district. Becoming an effective manager requires people skills, the ability to inspire others, and cast a vision that creates buy-in and drives results by being authentic and genuine. This course will help build your path and develop the essential skills needed to become an “Effective Manager”.

Phone Etiquette

Presenting a professional image, both in person and on the telephone, is very important in any professional setting. Taking care of your customers (parents, students, community members, and fellow staff) over the telephone and making them feel well informed and appreciated is essential. This course will cover the fundamental rules to remember while representing our district on the telephone.

Dealing with Difficult People

Can you recall the last time you had to deal with a negative or difficult person? How did you handle it? What was the result? What can you do in the future to get through these situations with peace and grace? We will identify different personalities and the different techniques on how we handle them. You’ll leave knowing how to use the techniques in specific situations when dealing with difficult people in the workplace.
Safe Schools

Microsoft Office Suite
- Word
- Excel
- PowerPoint
- Access
- Outlook

Internal Technology
- TERMS
- Angel

TRAININGS PROVIDED BY DISTRICT DEPARTMENTS
District-Wide Training

The courses in this category span a wide variety of opportunities, from participation in Business Internships to Educational Summits. Other opportunities span from classroom training to experiences in the field. “Sessions upon request” include training in Customer Service, Generation X and Strengths training”.

Educational Summit

Following each school year educational teams from each school and curriculum office come together to confer about School Improvement issues. This 1-2 day Summit encourages data-driven decision-making that directly impacts student achievement and development.
**District Leadership**

All District leadership, from manager/coordinator/supervisor to Superintendent are expected to participate in the annual District Leadership Program. In the recent past administrators participated in an Ethical Leadership course, heard educational leaders Dr. Stephen Peters and Jay Rifenbary and have engaged in Psycho-Geometrics with Dr. Susan Dellinger. New programs and topics are introduced annually.

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**Marzano**

In the effort to improve student achievement, the CCPS has implemented the work being conducted by Robert Marzano as the basis for its instructional model. Continuous improvement involves delving deeper into the work being done in the classroom. A variety of professional development opportunities are offered to teachers and administrators to guide more complex thinking and planning.

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**Kagan**

Kagan is all about engagement! Central to most Kagan publications and workshops are Kagan Structures. Structures, and many more, are now used world-wide from kindergarten to adult education, in all academic subject areas to boost student engagement and learning.

Kagan Structures produce revolutionary positive results. Collier County teachers, schools, and district staff now use Kagan Structures to increase academic achievement, improve ethnic relations, enhance self-esteem, create a more harmonious classroom climate, reduce discipline problems, and develop students’ social skills and character virtues.
Community-Based Professional Development

**Real World Boot Camp**
Immerse yourself in a one-day community experience and learn “on the job” what those expectations are in the workplace. You’ll collaborate with other educators and business partners to build strategies to provide your students with those applied learning experiences.

**Grants for Great Ideas**
Learn how to write up your great ideas to gain community funding through the Connect With A Classroom Grant portal, which is being upgraded this Spring. Experts will be brought in to share those approaches to increase your opportunities to get funded by the community.

**Sharing Best Practices Through Golden Apple**
So, you’ve been testing and learning in your own professional journey and think you have a best practice that you’d like to share with other educators and the community - you know it makes a difference for students. Learn how to share your practice and explain how it helps students in a community-friendly way. The Golden Apple award now comes with a $5,000 grant to build on and share your practice.
Getting to Know Your Community Organizations
Have you ever wanted to learn about the resources that various community organizations provide for educators? You can not only learn about the range of resources in one targeted session, but build the relationships with the local institutions.

Community Resources for College/Career Readiness
Middle and high school counselors and educators - come learn about the many community resources available to your students as they travel the path to their future.

Working with Volunteers for the Success of Students
Everyone knows the power of engaging volunteers and community members in your classrooms and schools - it brings the real world experience to your students in a multi-dimensional way. The challenge is how to work with volunteers to ensure a great experience for all. Learn from successful volunteer experiences and walk away with your own plan.

Registration for Champions For Learning Community-Based Professional Development will soon be available through iLearnU.