



2017-2018 TRADE DAY CRITERIA

November 22, 2017 and **January 15, 2018** are professional learning days. These are regularly scheduled working days in which professional development is presented. Employees may choose to “trade” these days by following the criteria below.

Earning Trade Day Credit – Employees are strongly encouraged to earn trade day credit by:

- Receive principal/supervisor approval prior to attending the training,
- Earn at least **12 credits** (*outside of the regular work day) of approved professional development as follows:
 - November 22nd Trade Day – earn 6 credits between **June 1, 2017 and November 6, 2017**
 - January 15th Trade Day – earn 6 credits between **June 1, 2017 and January 2, 2018**
- Submit documentation of attendance to the principal/supervisor as follows:
 - November 22nd Trade Day – **no later than November 10, 2017**
 - January 15th Trade Day – **no later than January 5, 2018**
- Credits must be recorded in Eduphoria in the category **NON-CONTRACT Time**
 - Attendance at professional development within SAISD is credited by the organizer of that professional development.
 - All professional development not within SAISD (i.e. Region XV, college credit, webinars) must be recorded in Eduphoria by the principal/supervisor or employee using the NON-CONTRACT Time category.

* Outside the regular work day includes:

- after school hours,
- on weekends,
- on school holidays or
- after the employment year ends (during the summer).

Training Accepted for Trade

- District initiatives (i.e. Rtl, common assessments, PLC)
- Technology
- ESL
- Gifted/Talented
- Undergraduate or graduate school classes related to education (limited to 6 credits)
- Sessions specifically related to an employee’s work (or extracurricular) assignment

Training NOT Accepted for Trade

- Chaperoning field trips, contests, clubs
- Performing routine tasks (i.e. serving on committees, lesson planning, grading)
- Working Summer School

NOTE: If these procedures are not followed, the employee is not allowed the Trade Day(s) and must attend the Professional Development Day(s) on their respective campus.

Goal Setting and Professional Development Cycle of Continuous Improvement

Be prepared to discuss target areas for continued professional growth and new goals for next year, along with your professional development plan to support these new goals. In order to organize your thoughts, you may use the area below.

Goal (What do you want to achieve?) Dimension (What is/are the correlating dimensions(s)?)	Actions (How will you accomplish the goal?)
Goal 1: Dimension(s):	
Goal 2: Dimension(s):	
Goal 3: Dimension(s):	

I understand this form must be submitted for approval to my principal/supervisor no later than **May 18, 2018**. The information below and my signature indicate that I will earn a total of 12 professional development credits to trade for November 22, 2017 and January 15, 2018.

Professional Development Training for Trade	Date

Printed Name _____ Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____