



**2018-2019**  
**TRADE DAY CRITERIA**  
***Paraprofessional***

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**November 21, 2018** and **January 21, 2019** are professional learning days. These are regularly scheduled working days in which professional development is presented. Paraprofessionals may choose to “trade” these days by earning trade credit, principal approved overtime, or a combination of the two.

**Principal Approved Overtime**

- Receive principal/supervisor approval prior to working overtime and earning compensatory time.
- For Trade Days, the employee must have a compensatory time balance of 8 hours for each day of trade.

**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:
  - November 21 Trade Day – earn 6 credits between **May 29 and November 5, 2018**
  - January 21 Trade Day – earn 6 credits between **May 29, 2018 and January 8, 2019**
- Submit documentation of attendance to the principal/supervisor
  - November 21 Trade Day – **no later than November 9, 2018**
  - January 21 Trade Day – **no later than January 11, 2019**
- 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
- Technology
- Undergraduate or graduate school classes related to education (limited to 6 credits)
- Sessions specifically related to an employee’s work assignment

**Training NOT Accepted for Trade**

- Performing routine tasks
- 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. To organize your thoughts, you may use the area below.

<b>Goal</b> (What do you want to achieve?)	<b>Actions</b> (How will you accomplish the goal?)
Goal 1:	
Goal 2:	
Goal 3:	

I understand this form must be submitted for approval to my principal/supervisor. The information below and my signature indicate that I will earn a total of 12 professional development credits to trade for November 21, 2018 and January 21, 2019.

<b>Professional Development Training for Trade</b>	<b>Date</b>

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_