



LAREDO INDEPENDENT SCHOOL DISTRICT
Staff Development Accountability Guidelines and Procedures

- SUBJECT:** Staff Development Accountability Guidelines and Procedures
- OBJECTIVE:** The objective of this section is to establish and outline the proper guidelines and procedures for staff development accountability.
- PURPOSE:** The staff development accountability process will give the district a means to log attendance for staff development sessions through a safe internet secure application/program. The process will provide each employee a listing of the credit hours that they have earned and their proper certificates (ERO System). Staff development reports can be generated by department/campus concerning staff development issues, information, and sessions.
- CONFIDENTIALITY:**
1. The staff development accountability department shall keep all district employees' information strictly confidential. Personal information shall not be disclosed to cause any malice to the district and/or damage the reputation of an individual inside and/or outside the district.
 2. The department head of staff development and/or system administrator of the Electronic Registrar Online (ERO) System shall not disclose any information concerning a teacher, employee, or any person associated with the district's staff development process, unless it is requested by a department head (district purpose), the district itself, or the individual is requesting the information about him or her.
 3. It is the responsibility of the leading staff development head and/or ERO system administrator to assure the privacy of each user.

4. The same guidelines and procedures applies to the instructional technology department whose administrative rights have been implemented for selected individuals.

ELECTRONIC REGISTRAR ONLINE (ERO) SYSTEM:

1. The Electronic Registrar Online (ERO) System is a secure internet application where registrants can access the system to register for staff development sessions.
2. Reports may be generated on attendance, registrations, statistics, and/or any staff development data concerning courses and sessions.
3. After February 2004, all staff development sessions shall be part of the ERO system for each teacher and employee to register and receive credit. In order for this to be effective, the department head or principal must report the planned staff development so that a session reference number (SRN) can be assigned.
4. All proper documentation (original sign-in sheets) will have to be turned in and forwarded to the staff development dept. or instructional technology dept. (technology sessions only) for credit to be issued.

SECURITY:

1. All information that is accessible through the staff development online site shall be and is a secure site.
2. The ERO system is encrypted using a system protocol called secure socket layer (SSL), a system protocol for data encryption for security precautions.
3. The system administrator shall keep the staff development system strictly confidential.

IMPLEMENTATION:

1. The implementation process involves importing the district's database files from the substitutes and attendance department into the Electronic Registrar Online system.

2. The Electronic Registrar Online imports the database files from classifications listings, employee types, locations, and status codes.
3. The Electronic Registrar Online system shall have access to the employees and teacher data files in the correct format for proper import.
4. The staff development department and/or system administrator shall set all training requirements and special requirements needed for proper implementation of the staff development system.

**REQUEST FOR STAFF
DEVELOPMENT
ACTIVITY:**

1. Any campus and/or department requesting a staff development session(s) in the ERO System shall have to fill out the *Documentation of Required Professional Development and/or the Request for Approval – Staff Development Activity forms*.
2. Only those individuals indicated by the Superintendent office and/or (if approved by Superintendent) the SET team may approve any staff development activities.
3. These staff development forms (abstracts) shall be turned in at least 10 days before for proper approval and be placed on the district wide calendar and the ERO System.
4. Any requests for changes on the abstracts such as topic, time, audience, location, presenter, and/or any other relevant information related to staff development sessions, must be submitted in writing so the modification(s) can be made.
5. It is the responsibility of the individuals submitting the abstract(s) to verify that the modifications are in reliance with current laws, policies, and procedures of the district's staff development process, stipends, and/or payments related to the session..

6. If a request for approval form (abstract) is not turned in to the staff development department and in some instances to the instructional technology department, the workshop will not count towards staff development credit. Teachers and employees will not be credited for the session.
7. Request for approval forms (abstracts) must be completed, signed, and approved in order for the staff development session to be official and for participants to receive credit.

**ATTENDANCE,
CREDIT HOURS, AND
SIGN-IN SHEETS:**

1. Attendance shall be kept only by the staff development department and instructional technology department unless otherwise indicated by the district.
2. After August 2005, all original sign-in sheets should be turned in within 24 hours after the staff development session has ended in order for participants to get credit.
3. Only legible signatures will be considered for proper credit.
4. The ERO sign-in sheet, ERO format sign-in sheet, and/or any other verifiable sign-in sheets should include the signature of a principal, administrator, presenter, facilitator, sponsor, or whomever was present at the staff development session and location to verify that the participants were present. In addition, the same individual as mentioned above should state which participants should or should not get credit.
5. It is the responsibility of the principal, administrator, presenter, facilitator, sponsor, or the individual in charge of a staff development session to turn in all documentation (sign-in sheets) for proper attendance and credit. If no documentation is submitted for staff development sessions, no credit will be issued.
6. Credit will not be given on courses and sessions that are the same subject and are taken twice and/or more than twice. Credit should be taken into consideration only if the course and session was taken one time and it

is of a different subject and application towards an individual's knowledge. If for any reason, a teacher and/or employee is credited for the same course subject, only the first course subject will be accepted as staff development credit. The other course(s) must be deleted from the individual's record.

7. One hour lunch shall be considered for any session that has an AM and PM session time unless the time is otherwise specified by the department/campus. Participants will not get credit "during lunch time" unless it is specified as a "working lunch."

PRESENTER/

FACILITATOR HOURS:

1. Presenters/Facilitators may receive credit for presenter hours if their signature appears on the sign-in sheets.
2. No presenter/facilitator shall receive credit on the basis that it is stated on the sign-in sheet. Presenters and/or facilitators may be substituted and/or absent to a staff development session. It is the responsibility of the presenter and/or facilitator to sign the sign-in sheet.
3. The presenter/facilitator hours will be inputted in the ERO as the credit type "Presenter Hours" where it will include the Session Reference Number (SRN) to link each presenter to their particular session.

**INPUTTING, MODIFYING,
AND DELETION OF
STAFF DEVELOPMENT
DATA:**

1. The instructional technology department shall be the only department besides the staff development department with access in the ERO System to input, modify, and/or delete courses, sessions, and/or any staff development data for their department only. The individuals with this access shall be appointed by the staff development department and/or the instructional technology department head (technology sessions only).
2. The staff development department and/or ERO System administrator shall not interfere, input, modify, and/or delete courses, sessions, and/or any staff development data of the Technology Department (information and

instructional technology).

3. In the same manner, the technology department (information and instructional technology) shall not interfere, input, modify, and/or delete any district-wide staff development data of the staff development department and/or ERO system administrator.
4. Except for the technology department, the staff development department and/or ERO System administrator shall have full access to the district-wide staff development activity to input, modify, and/or delete any staff development data.
5. Administrative access for other departments in the ERO system shall be determined by the staff development department head and/or the district itself.
4. Any campus/department with administrative access shall view staff development sessions and details only. The campus/department with administrative rights shall only have access to view staff development sessions, participants, and/or session information. The staff development department and/or system administrator shall conclude if the selected department can input, modify, and/or delete any staff development sessions.

HISTORICAL DATA:

1. For staff development that took place prior to March 2004, all sessions shall be inputted and/or imported by the staff development department only, except for instructional technology sessions.
2. Any technology sessions prior to June 2004, shall be inputted and/or imported electronically by the instructional technology department only.
3. Any historical data on LISD professional development documentation (sign-in sheets, or any other type of verifiable documentation) submitted shall be inputted in the ERO System with prior confirmation to assure that those session(s) have not been credited in the past. All documentation must be verifiable and approved by the staff development department and/or district to assure qualified staff development credit(s).

4. Documentation that is not legible and verifiable will not be considered for any staff development credit

**STAFF DEVELOPMENT
DEPARTMENT AND/OR
ERO SYSTEM
ADMINISTRATOR
RESPONSIBILITIES:**

1. The staff department and/or system administrator shall create a course catalog, manage courses, track user progress and registrations, evaluate, and keep control of the overall staff development system and process.
2. The staff development department and/or system administrator shall have the right to decide on the preferences, features, and agree on any necessary staff development changes.
3. It is the responsibility of the system administrator to maintain and update the Electronic Registrar Online system to help assist all of its users. This includes but is not limited to: inputting new employees, inactivate retired employees, delete profiles of deceased employees, and any necessary updates required by the ERO System.
4. The staff development department and/or system administrator shall set preferences to notify the campus/department what material is suitable for their access.
5. Employees using the system should be aware that the features and preferences may be changed and/or altered to comply with the recordkeeping of the district.

**RECORDKEEPING/
OTHER
DOCUMENTATION**

1. Any staff development session that is not district based but taken outside the district will not be posted in the ERO system.
2. It is the responsibility of the employee/teacher to keep

track of his/her staff development hours.

3. If a staff development session is an out-of town conference, or training/workshop, documentation must be kept by the employee/teacher for certification.
4. After May 2005, no copies of certificates will be inputted for credit into the ERO System.
5. Employees/teachers are responsible for keeping track of their own staff development hours for certification purposes. The ERO system will only keep record of staff development sessions that have been approved by the district and are district based.
6. No credit will be given in the ERO system if no proper documentation is turned in. Any staff development sessions that an abstract(s) (request for approval form) was not turned into the staff development department, will not be counted for staff development credit. The employee/teacher shall keep track of these workshops and produce all documentation for certification purposes.
7. LISD shall not be responsible for any costs incurred by the participant on a cancelled staff development session. It is the responsibility of the participant to verify online if the staff development session is still scheduled.

