

Sulphur Springs ISD Professional Development and Learning Exchange Time Guidelines



The Professional Development Exchange Time Program allows credit for professional development opportunities which occur outside the designated school day and/or contractual period. The time spent on an approved professional development activity will be exchanged for a designated professional development day during the regular school year. These Exchange Days are identified in the current school calendar and must be earned after employment with SSISD.

Employees must earn 12 exchange hours (6 hours = 1 day). Hours may be accumulated in various ways:

- Required professional development and learning based on campus initiatives and/or for individual growth
- Planned workshops sponsored by Sulphur Springs ISD, Region 8, or other approved outside professional development opportunity
- Approved Book Study options

All approved trainings must relate directly to the employee's teaching field(s) and focus on improving student learning, serve to improve overall instructional skills, or coordinate with specific campus/district instructional goals.

Exchange Time Documentation

- All in-district workshop options will automatically be added to your Workshop portfolio in Eduphoria. No further action is required.
- To request credit for out-of-district workshops and/or college credit hours, documentation should be uploaded to Eduphoria: Workshop. This is done from the My Portfolio page.
- When credit is granted for out-of-district workshops and/or college credit, the hours will be documented in the teacher's workshop portfolio.

Rate of Earning Exchange Time

- Exchange Time credit in which the employee acts as a learner must be earned in no less than 2 hour training increments. (6 hours = 1 day)
- 226 day Contract Administrators may choose to exchange vacation days with the attendance of professional development activities for waiver day credit.

Examples of Acceptable Activities for Exchange Time credit:

- Approved conferences related to classroom teaching field
(for coaches who teach an academic subject, 6 hours of Exchange Time credit must be in academic content area)
- College Course in educational field of study
- Region 8 Workshops
- Sulphur Springs ISD Training Sessions
- Outside of District approved Professional Learning Opportunities

Examples of Unacceptable Activities for Exchange Time credit:

- Extra-curricular or co-curricular sponsoring activities, band critiquing, clinics, or competitions
- Annual required trainings such as Acceptable Use Policy/Copyright, Blood borne Pathogens, Bullying, Child Abuse, FERPA, etc.
- First Aid, CPR, CERT
- Faculty Meetings
- Professional development earned during the instructional school day, on a district identified professional development day or district identified early release day.
- Professional development for which the teacher earns a stipend.

Failure to meet required professional development hours for Exchange Time may result in a reduction of pay according to the employee's daily rate of pay in order to return the compensation earned for each Exchange Day. Appeals due to extenuating circumstances may be made by submitting a letter in writing to the superintendent.