



Professional Development Leaders 2015-16 Memorandum of Understanding (MOU)

For the 2015-2016 school year the Santa Monica-Malibu Unified School District (“District”) and the Santa Monica-Malibu Classroom Teachers Association (“Association”) have an interest in enhancing professional development at all sites and therefore agree to the following Memorandum of Understanding:

The Parties agree to renew the “Professional Development Leader” (PD Leader) position. This position will be a stipend position for existing bargaining unit members. The Parties have agreed to the following job description, requirements, application procedure and stipend.

The Parties further agree that this MOU will sunset on June 30, 2016. The Parties agree to meet prior to this sunset date to evaluate the effectiveness of the position and funding in order to renew, revise or abandon the MOU. If the PD Leader positions are renewed for the 2016-2017 school year, the terms of the MOU will be incorporated in the Collective Bargaining Agreement (CBA) unless alternatively negotiated.

The Parties will agree on an evaluation protocol prior to January 15, 2016, to be used for the purpose of renewing the positions for 2016-2017. This protocol may include tools such as online surveys, focus group interviews, document reviews or other relevant data sources. Data may be collected from unit members at individual school sites, PD Leaders, PD Committee members, FAC, SMMCTA Executive Board, school administrators or Executive Cabinet.



Professional Development Leader
(One per school for a total of 16 positions)
Job Description

The Professional Development Leader (PD Leader) facilitates high quality training for staff that aligns with school and district goals. Together, the PD Leader and members of the Professional Development Committee design and deliver shared learning activities designed to improve teaching and learning. Professional development is grounded in educational research and embedded during the school day for all instructional staff. Responsibilities include:

- Align professional development to support the school and district goals.
- Lead and facilitate monthly meetings for the school professional development committee.
- Annually oversee the development and implementation of a comprehensive school-wide professional development plan according to the principal's vision, the district's strategic plan and staff needs.
- Collaborate with other PD Leaders in planning and facilitating monthly school professional development committee meetings.
- Identify school and district professional development needs.
- Plan, develop, and implement district professional development workshops.
- Pursue best practices in instruction and educational leadership.
- Attend nine¹ two-hour district Professional Development Leader meetings during the school year.
- Attend four two-hour district Professional Development Committee meetings during the school year.
- Attend school-level planning meetings with the Professional Development Committee.
- Attend one three-day retreat during the summer.
- May attend one national professional development conference as part of the district team.

Requirements

This is an adjunct position for teachers who meet the following criteria:

- NCLB-compliant/clear credential, EL Authorization
- Permanent status
- Minimum two years teaching experience at the current site

¹ In subsequent years, if continued, it is the intent of this MOU to reflect 11 two-hour district Professional Development Leader meetings during the school year, which is two more than are scheduled for 2015 – 2016.



Other Information

- This is an annual assignment for the 2015-16 school year. Term extension for subsequent years is by mutual agreement of the principal and PD Leader with teachers' input.
- If the applicant is a member of the school's professional development committee, the principal will consult with the faculty advisory committee (FAC.)
- This is a non-evaluative position.

Application Procedure

The principal shall post the position at the school site. The principal, with input from the FAC, will interview candidates.

Annual Stipend: \$3156

Sarah Braff
SMMCTA President

Dr. Mark Kelly
SMMUSD