PROFESSIONAL LEARNING

COMMITTED TO PROMOTING PROFESSIONAL LEARNING TO IMPROVE STUDENT LEARNING

PHILOSOPHY STATEMENT

The American School of Doha is committed to the on-going professional learning of all faculty members. The learning of a comprehensive professional learning program serves to further enhance the professionalism and skills of faculty members and results in both improved levels of student learning and enhanced teaching practice. Professional Learning at ASD is understood as a shared responsibility.

The professional learning program within The American School of Doha provides faculty with the opportunity to:

- Further develop the skills necessary to more effectively carry out the mission of the school
- Further develop the body of knowledge and level of skills necessary to enable the school to successfully become a school of excellence where students achieve their maximum potential in a culture of continuous improvement.

To these ends, the professional learning program within The American School of Doha is focused on expanding the repertoire of skills of staff members by:

- Meeting the professional needs of the collective staff enabling each faculty member to more forward within the ASD school improvement plan
Effective Professional Learning

The American School of Doha embraces the National Staff Development Council (renamed as Learning Forward) principles of effective professional learning. These principles…

- Address issues relevant to the priorities of educational improvement and reflect the knowledge base of the profession.
- Engage staff in an effective learning process that impacts practice.
- Contribute to an environment that supports professional growth.

*Learning Forward Standards of Professional Learning (updated from NSDC 2011)*

- **Learning communities** – The best professional development occurs within communities committed to continuous improvement, collective responsibility, and worthy goals.
- **Leadership** – Effective professional learning depends on skillful leaders who develop capacity, serve as advocates, and create support systems.
- **Resources** – Professional learning won’t happen without prioritizing, monitoring, and coordinating resources.
- **Data** – To get results, professional learning needs student, educator, and system data for planning, implementation, and assessment.
- **Learning designs** – Optimal professional learning requires the integration of theories, research, and models of human learning.
- **Implementation** – Professional learning will have an impact on student learning when leaders apply research on change and sustain support over time.
- **Outcomes** – Professional learning needs to align student curriculum standards, educator performance, and student learning.

Essential Agreements

The American School of Doha embraces the following essential agreements around Professional Learning.

**Essential Agreements for Professional Learning at ASD**

1. Funded Professional Learning at ASD will be aligned with, and support, the school-wide initiatives as stated in the school’s strategic plan
2. Professional Learning at ASD is a shared responsibility
3. Professional Learning opportunities will be research founded
4. Professional Learning will be ongoing and sustained
5. Reflection for effectiveness will be embedded in every Professional Learning opportunity at ASD
6. Professional Learning will be focused and targeted to improve student learning
PROFESSIONAL LEARNING RESPONSIBILITIES

Individual Professional learning

The responsibilities of the individual in regard to professional learning include the following:

- Be an engaged, lifelong learner.
- Identify and articulate his/her professional learning needs in support of attaining individual and school improvement goals.
- Seek approval for PL through the appropriate channels.
- Collaborate with colleagues as a follow up after any Professional Learning Opportunity.
- Fully participate in any school funded PL opportunities (ie. conferences and workshops and embedded PL opportunities).

ASD Professional Learning Council

The responsibilities of the ASD Professional Learning Council include the following:

- Work with the school’s leadership to develop an annual school plan for professional learning in a manner that supports the school’s Strategic Planning process.
- Recommend level of funding for individual professional learning activities that require financial support.
- Assist in the dissemination of information pertinent to professional learning.
- Monitor distribution of Professional Learning funding.

ASD Leadership

The responsibilities of the ASD leadership team include the following:

- Design a plan for ongoing and sustainable Professional Learning in support of the school mission statement, strategic plan and operational plan for school improvement.
- Work with the ASD Professional Learning Council in designing and coordinating PL opportunities for the ASD faculty.
- Provide financial and logistical support for all PL opportunities.
- Evaluate the effectiveness of all PL opportunities.
- Locate and contact appropriate consultants as a part of the ASD PL Plan.
COUNCIL STRUCTURE AND GOVERNANCE

ASD Professional Learning Council

Purpose

The purpose of the ASD Professional Learning Council is to facilitate school-wide staff learning and training. As a result of the school recognizing the value of involving staff directly in the design, implementation and evaluation of staff learning activities, members of the Professional Learning Council are expected to be involved in seeking input on issues related to professional learning throughout the school year. The Professional Learning budget will be monitored by the PL Council and managed by the Director of Curriculum and Professional Learning. Funding requests will be evaluated by the Council through a rubric process.

Membership

The membership of the ASD Professional Learning Council will include the following:

- At least one representative from each division.
- The Director of Curriculum and Professional Learning
- The Senior and Junior NESA Reps

Membership is voluntary. Any teacher may seek membership to the committee. The membership will be limited to no more than nine members. The leadership team will recommend the divisional representatives from interested faculty members at the beginning of each school year.

Facilitation

The Director of Curriculum and Professional Learning will serve as the chair of the Professional Learning Committee and will assume the following responsibilities:

1. Convene and facilitate meetings.
2. Coordinate the meeting agenda.
3. Serve as the liaison to the leadership team.
4. Distribute professional learning information to committee members.

Decision Making Process

The Professional Learning Council will endeavor to reach decisions through a consensus model.
FINANCIAL SUPPORT FOR PROFESSIONAL LEARNING

The current budget for PL is advised from the Director. The PL Council will make decisions regarding the distribution of funding for NESA Conferences (FTI, WTI, SEC), QRA Workshops, and all other PL funding requests. The NESA FLC decisions will be made by the Leadership Team. All decisions must be approved by the Director.

PROFESSIONAL LEARNING OPPORTUNITIES AT ASD

School Embedded Opportunities
- PACT (Professional and Collaborative Time)
- Team sharing
- Classroom visits
- Teachers Teaching Teachers Workshops

Conference / Workshop Opportunities
- NESA Leadership Conference
- NESA Educators’ Conference
- NESA Fall Training Institutes
- NESA Winter Training Institute
- Qatar Reads Workshops
- TARA
- Supreme Council of Education Symposiums
- Summer Conferences (by application)
- Summer AP institutes (by school need)
- IB Workshops (by school needs)
- AERO Summer Workshops
- Other Conferences

Consultations
- Aligned to the school’s Strategic Plan initiatives as needed
- NESA and AOS funded consultants

Other Opportunities (limited support only if funds are available and if aligned to school initiatives)

*(ASD does not provide funding for teachers pursuing higher degrees unless the program is fully aligned to the school’s initiatives and the teacher’s current job at ASD)*

GUIDELINES FOR NESA FUNDING

Spring Educators’ Conference
It is the intent of ASD to support Professional Learning through NESA (Near East South Asia Council of Overseas Schools)
NESA funding will be provided under the following guidelines:

**Faculty**
- Full Conference Fees will be paid by the school for all NESA Conferences
- Funding for airfare will be made on a year-by-year basis depending on available funds and the number of faculty attending any given conference
- A minimum of 50% of the airfare will be paid

**Presenters**
- Full Conference fees will be paid by the school
- Full hotel accommodation for up to 4 nights will be paid by the school
- Airfare as per regular delegates
- In the case of two or more faculty members making a joint presentation, the accommodation allowance will be split between the number of presenters (i.e. two presenters – each get 50% of a room)
- ASD will fund up to five NESA presenters per year

**Fall Training Institute**
- Full Conference Fees will be paid by the school for all NESA Conferences
- Funding for airfare will be made on a year-by-year basis depending on available funds and the number of faculty attending any given conference
- Accommodation will be the responsibility of the attending faculty member

**Winter Training Institute**
- Full Conference Fees will be paid by the school for all NESA Conferences
- Funding for airfare will be made on a year-by-year basis depending on available funds and the number of faculty attending any given conference
- Accommodation will be the responsibility of the attending faculty member

**Fall Leadership Conference**
- Faculty members may request to attend the FLC if the program is appropriate to their assignment
- Decisions on attending and funding will be made by the Leadership Team

**GUIDELINES FOR SUMMER FUNDING**
See attached rubric

**GUIDELINES FOR Qatar Reads**
- ASD will pay the QR50 membership fees for any faculty member wishing to attend QRA Workshops
- Members should attend both the Fall and Spring workshops
- ASD teachers are encouraged to present workshops at QRA
- Workshop selection is processed through Qatar Reads
GUIDELINES FOR ALL OTHER PROFESSIONAL LEARNING OPPORTUNITIES

- The ASD Professional Learning Council in conjunction with the Leadership team will make decisions on all other conferences based on funding available and alignment with ASD’s School Improvement Plan.
- If a teacher is required to attend a conference at the school’s request, airfare, fees and accommodation will be paid by ASD.

NESA REP GUIDELINES

Membership Process

1. There will be a Senior NESA Rep and a Junior NESA Rep each year.
2. The Junior Rep will become the Senior Rep in their second year of tenure.
3. In any given year, one Rep must be from the Secondary School and one from the Elementary School.

To be eligible to run as the Junior Rep you must be committed to being at ASD for at least a further two years.

2012/2013
Senior NESA Rep: Sanam Kittikulsingh
Junior NESA Rep: Mary Edward

Compensation

Senior Rep
The Senior Rep will be fully funded to attend the NESA Planning Meeting in the early Fall.
The Senior Rep will be fully funded to attend the NESA Spring Educators Conference (full airfare and full hotel)

Junior Rep
The Junior Rep will not attend the NESA Planning Meeting.
The Junior Rep will receive the same amount of airfare as other faculty members attending the conference.
The Junior Rep will receive 50% of the hotel expenses for the Spring Educators Conference.

Responsibilities
The Senior Rep and the Junior Rep will determine the breakdown of the responsibilities from the NESA.
Application for Professional Learning Funding 2012-2013

Deadline for submission of request:

Name: Date Submitted:

Name of Workshop/Conference:

Date of Workshop/Conference:

Place of Workshop/Conference:
(Attach any conference information to your application)

Related ASD Teacher Standard: Pursues current knowledge of content and teaching practice and is committed to continuous Learning

Rationale for attending:

How does this workshop/conference align with our school goal to improve student learning?

Funding requested: Amount Approved (office use)
Fees QR
Travel QR
Accommodation QR

Other (conference materials etc) QR
(Exchange rate for US $ = 3.65 QR per 1$) 

Total Requested QR

List any ASD Funded PL you have received during the current year and previous summer (include all NESA Conferences)

<table>
<thead>
<tr>
<th>Funded Professional Learning for the current year and previous summer</th>
<th>Date of PL</th>
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Approval of Principal/Supervisor ____________________________________________________________________________

This request must be approved by your principal/supervisor before the application can be submitted

PLEASE SUBMIT THIS APPLICATION TO GAIL SEAY

To be completed by Administration

Basis for Funding

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Funding Allocated</th>
<th>Up to QR Amount</th>
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<tbody>
<tr>
<td>8 – 9 points</td>
<td>100%</td>
<td></td>
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<tr>
<td>6 – 7 points</td>
<td>75%</td>
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<tr>
<td>4-5 points</td>
<td>50%</td>
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</table>

Special Circumstances: ______________________________________________________________________________________

Funding Approved: __________________________________________________________________________________________

____________________ QR amount
### Alignment

<table>
<thead>
<tr>
<th>How does this PL opportunity align to ASD’s improvement goals and school initiatives?</th>
<th>Strongly aligned to ASD’s school improvement goals and school initiatives</th>
<th>Partially aligned to ASD’s school improvement goals and school initiatives</th>
<th>Personal Professional Growth benefiting improved student learning</th>
<th>Not aligned to ASD’s school improvement goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points</td>
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<td>2</td>
<td>1</td>
<td>0</td>
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</tbody>
</table>

### Suitability for collaboration with other faculty members

<table>
<thead>
<tr>
<th>What collaboration will occur from this PL opportunity?</th>
<th>Sharing of conference material will benefit most teachers</th>
<th>Sharing of conference materials will benefit teachers within a division/department</th>
<th>Sharing of conference materials will benefit a limited number of faculty members</th>
<th>Not appropriate for sharing with other faculty members</th>
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<tbody>
<tr>
<td>Points</td>
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### Exceptions & Considerations:
Expected Impact of Student Learning

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<tr>
<th>How strongly will this PL opportunity impact student learning?</th>
<th>Strongly expected to impact student learning</th>
<th>Some expected impact on student learning</th>
<th>Little expected impact on student learning</th>
<th>No expected impact on student learning</th>
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<tbody>
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<td>2</td>
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Exceptions and Considerations (eg. previous funding etc.)

Total Number of Points:  

Basis for Funding

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<td>4 – 5 points</td>
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Exceptions:

Special Circumstances:
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<th>100%</th>
<th>75%</th>
<th>50%</th>
<th>Not Paid</th>
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<td>Fees</td>
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<tr>
<td>Other</td>
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**Funding Approved:**

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QR amount

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Signature of Director

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Signature of PLC Chairperson