



## **SSISD Professional Development Exchange Time Program**

### **Frequently Asked Questions**

#### **1. What is Exchange Time?**

Exchange time is a way to exchange district required professional development time for two designated days off during the school year. Rather than requiring employees to be physically present for two 6 hour days of professional development, employees accumulate those hours outside of the regular work day and substitute the hours for the designated professional development days on the calendar.

#### **2. What is the purpose of Professional Development Exchange Time?**

Professional Development Exchange Time promotes appropriate and effective professional learning for all teachers by allowing professional development activities to be selected based on personal learning needs. Teachers, with approval from their campus administrator, select professional development activities that best contribute to their own professional growth.

#### **3. Who is required to earn Exchange Time credit?**

Teachers, nurses, counselors, librarians, speech therapists, diagnosticians, instructional support staff, and administrators

#### **4. How much Exchange Time credit do I need to earn?**

Eligible employees must earn credit for two contract days, or 12 hours of professional development credit. Six hours of professional development time is equivalent to one contract day.

#### **5. What professional development activities can be used to earn Exchange Time credit?**

Eligible employees earn credit by attending professional development activities that support campus/district initiatives and/or promote individual professional growth. All professional development activities must be pre-approved by the employee's immediate supervisor. Examples of acceptable activities include:

- 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 VIII Workshops
- SSISD ISD Workshops
- Outside District Workshops

**6. If I receive a stipend for a professional development activity, can it still be used for Exchange Time credit?**

Professional Development Exchange Time is used to cover regular contract days for which employees are being paid according to their contracts. If a stipend is being offered, employees need to waive the stipend in order to earn Exchange Time credit. Documentation that a stipend was waived should be submitted with proof of participation.

**7. If I am attending professional development in order to earn or renew my GT and/or ESL certification, may I use those hours for Exchange Time credit?**

Yes, as long as the hours are earned outside of regular contract hours and the teacher is not receiving a stipend for the certification.

**8. When are the Exchange Days?**

The Exchange Days are the first two days of Spring Break. These days are indicated on the school calendar as SP\*.

**9. What happens if I do not earn appropriate Exchange Time credit for these days?**

The first two days of Spring Break are holidays for all teachers and staff regardless of whether or not Exchange Time credit is earned. If appropriate Exchange Time credit is not earned for these days, pay may be docked at your daily rate of pay in order to return the compensation received for those days. Appeals due to extenuating circumstances may be made by submitting a letter in writing to the superintendent.

**10. When does my Professional Development Exchange Time credit have to be completed?**

The Exchange Time calendar year runs from March 1 through February 28. Therefore, to earn credit for Exchange Days in any school year, teachers must submit all Professional Development Exchange Time to their Eduphoria: Workshop Portfolio on or before February 28. Professional development hours earned after March 1 will count toward the next school year's Exchange Time requirements.

**11. What happens if I earn more than 12 professional development hours during the Exchange Time calendar year?**

Teachers may attend more than 12 hours of professional development, however, only 12 will count toward Exchange Time. Teachers must earn 12 hours during each Exchange Time calendar year. All hours, including hours that count for Exchange Time credit, may count toward additional certifications or certification renewals.

**12. How do I participate in a book study to earn Exchange Time Credit?**

Select book studies will be offered in an online forum through Eduphoria Workshop during the summer and throughout the school year. Teachers may register for these book studies through Eduphoria. Teachers may also choose to complete a Superintendent's Book Study to earn 3 hours of Exchange Time. To do this, complete the Superintendent Book Study Form indicating which book you will be reading. After reading and discussing the book with Mr. Lamb, credit will be granted and the signed book study form should be uploaded into Eduphoria: Workshop.

**13. How do I submit documentation for Exchange Time hours?**

All Exchange Time documentation will be recorded in Eduphoria: Workshop. 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. Instructions for requesting credit for outside workshops can be found on the Exchange Time page in the For Staff area of the SSISD website.

**14. Can teachers participate in online professional development for Exchange Time credit?**

Yes, if the professional development is approved by the teacher's administrator and completed outside of the teacher's regular contract hours.

**15. If there is a fee associated with the professional development activity and the district covers the cost of this fee, can the credit still be used for Exchange Time?**

Yes, the district can cover the cost of the professional development activity, but the teacher should not receive stipends when earning Exchange Time credit.

**16. If a teacher is attending professional development, outside of contract hours, toward another certification or renewal of other professional credentials, can this be used for Exchange Time credit?**

Yes, teachers who are meeting continuing education requirements for professional certifications and endorsements may also use this professional development for Exchange Time credit.