

PROFESSIONAL DEVELOPMENT

56 Hours



- ❖ Each Paraprofessional shall be allocated the number of hours equivalent to 8 workdays for reimbursement to attend professional development/leadership activities.
- ❖ This includes school/program decision making, building leadership activities, and/or training to enhance standards implementation or improve student learning.

Examples

✓ Classified Evaluation, Schoology, and Safe schools

✓ Any training after work hours

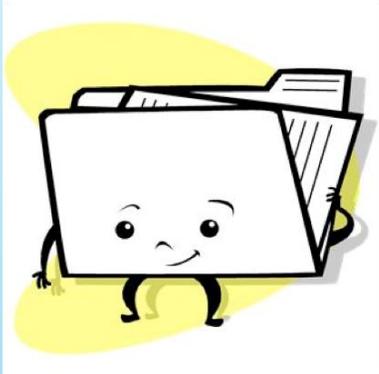
✓ IEP

✓ Attend Math Night

✓ Curriculum Night

✓ Staff meetings





The paid activity (or activities) shall be by mutual agreement between the employee and his/her supervisor.

The employee is to document and claim such time with Extra Time Reporting Forms using the appropriate budget code.



Budget coding for Professional Development Days



- All cost centers will use the fund code 1000
- Cost center should coincide with type of employee.

- The commitment item number is 3062.
 - ✓ Special Education 9602127010
 - ✓ Bilingual 9606527010
 - ✓ Family Support Worker 9607924010
- ✓ Other Schools 9600127010 (i.e. Regular IA not Sped or Bilingual)
 - ✓ Central Other 96097131010

EXTRA TIME REPORTING FORM *MUST BE TURNED IN EVERY WEEK*



This form is to be completed by the employee and signed by employee, their supervisor and funding authority (if cost center is different). Invalid coding or lack of funding information and signatures may also delay payment. Forward original form to Payroll Services, MS 33-344.

Incomplete or inaccurate data may cause delays.

Forms received in the Payroll Dept. by the 15th of the month will be processed for the upcoming payroll. Timesheets received after the 15th will be processed for the following month.

EMPLOYEE NAME: Caritha EMPLOYEE ID NUMBER: 123456
 WORK LOCATION: School JOB TITLE: Para
 REASON: IEP Certificated Classified

Enter Attendance Type from second page. Please use one line per day.

ATTENDANCE TYPE	MM/DD/YY	TOTAL HOURS	HOURLY RATE		COST CENTER	NOTES
2202	1/1/00	4	1 ^s 00		9602127010	
			\$			
			\$			
			\$			
			\$			





How To Get An Extra Time Sheet Form

Go to SPS homepage

Search “ Payroll” top right of page

Go to Payroll forms

Select extra time reporting forms

Final Details:

- ❑ Each employee will need to keep track of the hours he/she has used.
- ❑ Any unspent funds shall be recaptured by the District. There is no carryover of these funds in a school or program budget. Use it or lose it!





COMMON QUESTIONS

May I claim Professional Development/Leadership Days if I attend a conference and my conference registration is reimbursed?

- Yes.

May I claim Professional Development/Leadership Days on the District Professional Development Days?

- No, each of those days is already a paid workday.

Thank You from
Herminia Helms aka Mini - Member at Large
and Caritha Blair - Secretary