Certificated Employees Attestation Form
To Receive a Maximum of 32 Hours Supplemental
Pay for Education Technology Professional Learning
During The 2019-2022 Agreement

According to the 2019-2022 SEA-SPS collective bargaining agreement for certificated employees, all certificated employees are entitled to up to thirty-two (32) hours of extra pay, pro-rated by FTE, for technology-related professional learning in self-directed learning activities for each school year of the 2019-2022 agreement.

This extra pay supports district strategic goals in assuring high quality, multi-tiered systems of support, closing opportunity gaps, improving systems, and fostering community and family engagement. For each certificated employee to receive payment, the employee must have engaged in "professional learning associated with the integration of technology related to using data to improve instruction, using digital resources, managing instruction, leveraging technology for collaboration and communication, incorporating digital citizenship, and/or another personal professional learning in support of district or building initiatives."

To receive this additional 32 hours of pay, pro-rated by FTE, employees must complete the technology professional learning before August 31 of each year complete this attestation form and return it to Payroll before September 18 of each year. Once completed, please submit this form either in no less than 8-hour segments at a time, or in one complete submission, for a total of up to 32 hours.

Please retain a copy of this form for your records. You may be asked in an audit review to confirm the hours and work performed, which supports the extra payment.

A: Please check one or more boxes below to indicate the technology professional learning you engaged in during the school day, which required you to work above and beyond your regular workday or the training you did outside of the school day. All learning activities should be **two hours** in length and will count for **two hours** of pay.

Guided Learning Activities – Digital Learning Schoology Online Courses
Clock Hour Eligible
☐   Explore your educator laptop
☐   The digital classroom
☐   Introduction to Schoology
☐   Leveraging technology for collaboration
☐   Getting to know Office 365

Guided Learning Activities- Student Support Services Online Courses
Clock Hour Eligible
☐ Introduction to Homeroom
☐ Introduction to eVal

Suggested Self-Guided Learning Activities: (Not Clock Hour Eligible)

Improve Instruction and/or Deliver Student Services Using Data
☐   Student data portal (Homeroom) used to inform instruction
☐   Atlas to examine data trends
☐   Developed ad-hoc assessments using Schoology
☐   Delivering online interim assessment in Illuminate
☐   Managing grading in Power Teacher
☐   Managing an IEP using IEP Online
☐   Managing data with CareDox

☐   Managing data with EasyTrac

_____ Total hours to improve instruction or deliver student services using data

Using Digital Resources (materials, applications)

☐   Using digital resources to promote student achievement

☐   Using digital resources with students to produce information

☐   Using digital resources to design authentic learning opportunities

☐   Using digital adopted curriculum materials

_____ Total hours using digital resources for teaching and learning

Managing Instruction

☐   Organize instructional materials digitally

☐   Schoology: Take a course

☐   Schoology: Use and share teacher resources

☐   Schoology: Use with students

_____ Total hours to manage instruction with technology

Leveraging Technology for Collaboration and Communication

☐   Using Microsoft Teams, OneNote, SharePoint, or OneDrive to collaborate with peers

☐   Collaborate with Skype

☐   Creating online presence in Schoology or website

☐   Creating parent communication digitally

_____ Total hours to improve collaborating and communicating digitally

Leveraging Technology for Professional Growth and Development

☐   eVal Overview

☐   eVal Overview Deeper Dive

☐   Online professional development

_____ Total hours using digital tools for professional growth and development

Incorporating Digital Citizenship

☐   Preparing materials from Common Sense Media

☐   Developing lesson plans for Digital Citizenship

☐   Developing lesson plans for Acceptable Use of Internet

☐   Developing lesson plans for security and data privacy

_____ Total hours to incorporate Digital Citizenship into instruction

Personalized Professional Learning Using Technology (describe below)

☐ _____

☐ _____

☐ _____

_____ Total hours of personalized professional learning using technology

_____ Total hours completed on this form

_____ Total hours submitted

Need help? Coaching or group instruction in learning activities may be available. Please contact ragallardo@seattleschools.org

Technical issues? Please contact Techline@seattleschools.org

By signing this form, I attest that I have performed the above technology professional learning related to District needs equivalent to _____ hours. (Maximum 32 hours).

Print Name: _____

Location: _____Employee ID: _____

Signature_____

(By signing this form, I attest that I have fulfilled the requirements of Article IV of the Certificated CBA and that I have not been previously compensated for this training).

Article IV of the 2019-2022 Cert CBA says:

For the duration of the contract, up to 32 hours of per diem pay is available to provide for self-directed technology professional learning. This extra pay supports educators who are engaged in the integration of technology related to using data to improve instruction, using digital resources, managing instruction, leveraging technology for collaboration and communication, incorporating digital citizenship, and/or another professional learning in support of district or guiding initiatives. This pay is pro-rated by FTE. See Appendix S for the Attestation Form.

Supervisor Signature: _____

Date: _____

You must turn in original forms no later than September 18. Please keep a copy for your records. Return to Payroll Services, MS 33-344