



Professional Development Plan – AY1415

International Academy of Saginaw (IAS) believes that professional development is a tool that will allow the school to align its staff's objectives and efforts to the school's mission. Furthermore, professional development will help the school meet its academic goals by fine tuning its staff's skills and by giving the school built-in opportunities to remedy ongoing performance needs through weekly data from student testing and teacher observations.

The IAS plans to include professional development activities for its entire staff throughout the academic year, beginning in early August, two weeks before the school opens.

Participants at Professional Development workshops will earn professional development credits that can be used to maintain certification.

Professional Development Calendar

The following dates represent the official dates of Professional Development activities at IAS for ALL staff:

- 10 days of Professional Development prior to day 1 of school
- 2-3 full days during the AY
- Bi-weekly/Weekly Grade Level Meetings
- Weekly 1 on 1 training lead by the pillars at the school
- Weekly Pillars Support
- Regular Staff meetings
- Annual Administrators' Conferences
- Varieties of SABIS support via emails, Video Conference, Lync, oovoo...

Professional Development Workshops

The 10-day workshops before school are the most extensive professional development workshops in the year; they cover ten full days of training. The topics for the workshops cover the following areas of professional development –

- **Content** (Math, English Language Arts, Science, and Social Studies)
 - These sessions are conducted by SABIS® content area experts; they assist the teachers in planning for the academic year as well as with specific content areas and content instruction, including Common Core State Standards, testing and the school's objectives for MCAS and CCSS assessments.

- **Pedagogy**
 - These sessions are designed to train the teaching staff on the instructional methodology that is unique to SABIS® - the *SABIS Point System® of Instruction*. They are facilitated by SABIS® Master Teachers and Content Area Specialists as well as Special Ed specialists from SABIS®

- **Classroom Management**
 - The key to academic success is proper classroom management. Those sessions are designed to assist teachers in developing and maintaining a classroom environment that is optimum for learning. Those sessions are conducted by the SABIS® consultant for Student Management as well as by IAS Student Management staff. Central to this training is the consistent application – school wide – of the school's code of conduct

- **Student Life**
 - Student Life is the trademark of every SABIS® Member School. Every staff member plays a significant role in Student Life and proper training is essential to the success of the program. The training will be conducted by the SABIS® Student Life Consultant as well as by the school's Student Life Coordinator

The 2-3 Days during the Academic Year:

The purpose of those workshops will be to objectively assess the school's performance and challenges during its first semester and to address those challenges in preparation for the second semester.

The agenda for those three days of workshops will be developed by the school's administration based on the school's needs as the school completes the first trimester. Workshops facilitators might include SABIS® staff as well as local and external expertise.

Bi-weekly meeting:

Those bi-weekly sessions of professional development, which will occur after school approximately every two weeks, will focus on teachers' individual needs. They might be content oriented or pedagogy oriented and will be conducted by any of the following facilitators – *School Administrators, SABIS® Experts, and Mentor Teachers.*

Weekly data from student testing along with daily classroom observations from school administrators and SABIS® personnel will provide the input and feedback needed for those workshops' agendas. Moreover, the weekly grade level Meetings will provide an opportunity for teachers to voice their needs for additional support in specific areas, as needed.

Weekly grade level meeting:

Weekly grade level meetings are conducted by the school's *Academic Quality Control* administrator, the *AQC along with the school's Special Ed Coordinator.* During those meetings, the AQC provides feedback to the teachers from daily classroom observations as well as from student testing data. Those meetings also serve as a form of mentorship and on-the-job professional development.

Annual Administrators' Conferences

In addition to the professional development workshops that are held locally at IAS, SABIS® organizes several annual professional development conferences for its schools' administrators. IAS administrators will participate in the following annual SABIS® Professional development conferences –

- SABIS® Directors' Conference – I (Annually, Fall)
 - This conference includes all the Heads of School (School Directors) from SABIS®' USA Member Schools. The conference is held in Minnesota at the SABIS® Head Office. Participants receive training on the SABIS® System and training on management and leadership. Schools' performances are also reviewed
- SABIS® Directors' Conference – II (Annually, Summer)
 - This conference includes all the Heads of School (School Directors) from SABIS®' Member Schools worldwide. The conference is typically held overseas. Participants receive further training on the SABIS® System and training on management and leadership
- SABIS® Academic Conference (Annually, Summer)
 - This conference includes all the Academic Quality Control (AQC) administrators and Special Ed Coordinators from SABIS®' USA Member Schools. The conference is held in Minnesota at the SABIS® Head Office. Participants receive training on the SABIS® System and

training on management and leadership as well as on academic content. The schools' performances are also reviewed

- SABIS® I.T. Conference (Annually, Spring)
 - This conference includes all the I.T. managers/administrators from SABIS®' USA Member Schools. The conference is held in Minnesota at the SABIS® Head Office. Participants receive training on the SABIS® School Management System (a school management I.T. system). The sessions include training as well as the launching of new and enhanced SABIS® I.T. products
- SABIS® Business Managers' Conference (Annually, Fall)
 - This conference includes all the Business Managers from SABIS®' USA Member Schools. The conference is held in Minnesota at the SABIS® Head Office. Participants receive training on the SABIS® Business and Accounting Procedures as well as on Grants' management and state compliance practices and procedures
- SABIS® Student Management/Student Life Conference (Annually, Summer)
 - This conference includes all the Student Management and Student Life Coordinators from SABIS®' USA Member Schools. The conference is held in Minnesota at the SABIS® Head Office. Participants receive training on the SABIS® Student Life and Student Management practices, including student conduct, discipline, legal compliance, and school climate/culture

Funding

Funding for professional development activities and workshops will come from operational funds as well as Title grants. Upon confirmation of availability and total amounts of funds, the IAS will designate budgets for professional development activities for the 2014/2015 academic year to cover all the workshops described and listed above.

Supervision

Professional Development activities and workshops are the responsibility of the school's director. SABIS® corporate representatives will make support and expertise available, as needed, to ensure the successful implementation of professional development activities.

Program Assessment

At the conclusion of each academic year, the IAS and SABIS® will formally evaluate the programs and workshops for professional development to determine whether the activities have contributed positively towards the accomplishments of the school's objectives.