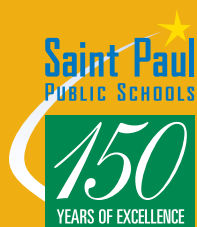




# Achievement of Tenure Program

SAINT PAUL PUBLIC SCHOOLS AND  
SAINT PAUL FEDERATION OF TEACHERS



## Welcome to the Saint Paul Public Schools.

We are committed to your success!

This booklet details a sequence of professional development workshops that must be completed by K–12 licensed personnel in order to achieve tenure in Saint Paul Public Schools. These workshops, follow-up implementation, and coaching are required for teachers and other licensed personnel hired after September 1, 2005.

More complete descriptions of various workshops, when they are offered, and how to sign up for them can be found online at <http://pdexpress.spps.org>.

Some of the required workshops or other training opportunities are only offered in June or August. It is important to have a personal plan for how these professional development requirements will be met.

It is the responsibility for every nontenured teacher to work with their mentor and principal to ensure that all required workshops are completed by the end of the third year of teaching. Completion of required workshops will be recorded for each staff member. Continued employment in the Saint Paul Public Schools will depend on achieving tenure. Information regarding standards of effective teaching can be found in the Career in Education booklets located on the Human Resources and Center for Academic Excellence web sites.

**Licensure:** All of the workshops in this booklet also count toward the 125 hours of professional development required for relicensure. Relicensure information can be found on the Minnesota Department of Education web site (<http://education.state.mn.us>) by clicking on “Educator Licensing” on the right-hand side.

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## ELEMENTARY SCHOOL TEACHERS

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### **DURING YEAR ONE:**

ER & D Foundations

#### **BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE:**

Writer's Workshop Level I

Reader's Workshop Level I

Integrated Math



#### **TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING**

### ER & D Foundations

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed. Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR. IT IS STRONGLY SUGGESTED THAT YOU ATTEND ONE WORKSHOP EACH YEAR.**

### **Writer’s Workshop Level I**

*Presented by district professional development staff*

**Course description:** The Writer’s Workshop Level I is composed of 30 hours of professional development to establish the Writer’s Workshop. **May have ELL focus for ELL teachers.**

Some of the Writer’s Workshop Components:

- **MINI-LESSON** – building skills in such areas as subject-verb agreement, capitalization, paragraphing, and punctuation.
- **PLANNING/DRAFTING** – exploring a topic, telling a story, patterning a poem, and reworking the initial draft.
- **CONFERRING** – one-on-one conference between teacher and student is the most significant component of the Writer’s Workshop, allowing for instruction and evaluation tailored to individual needs.
- **RESPONSE GROUPS** – working with a small group or a partner to revise a draft.
- **REVISING** – revising text to see how it might be organized more effectively, developed with more clarity, or recast in a more appropriate genre.
- **EDITING** – correctness of such details as spelling, punctuation, capitalization, paragraphing, and usage.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 2 University of Minnesota graduate semester credits at a cost of \$350
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### **Reader’s Workshop Level I**

*Presented by district professional development staff*

**Course description:** The Reader’s Workshop Level I is composed of 24 hours of professional development to provide an overview of the Reader’s Workshop model and its components: assessment, mini-lessons, read aloud, shared reading, guided oral reading, independent reading, and independent work time. With the knowledge and understanding of these components and a classroom management structure in place, participants can build a standards-based classroom and instructional plan where children learn the skills and strategies used by proficient readers. Teachers also learn how to differentiate instruction for all students.

Teachers gain an understanding of the five elements of reading identified by the National Reading Panel as key to literacy development—phonemic awareness, phonics, fluency, vocabulary, and comprehension—and how to place them within the Reader’s Workshop model.

Institute strands will accommodate the needs of teachers in K–6. **May have ELL focus for ELL teachers.**

Saint Paul Public Schools Literacy Frameworks will be a guide. Resources and materials will be provided.

**Hours required:** 24

**Compensation:** 24 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 2.4 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 2 University of Minnesota graduate semester credits at a cost of \$350
- 24 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### **Integrated Math**

*Presented by district professional development staff*

**Course description:** During this three-day training, participants will use the SPPS Math Frameworks content to improve student achievement. They will align the Everyday Math curriculum and the Minnesota Standards to prepare students for MCA Tests, interpret the most current district and individual school MCA test data to support instruction, and engage in the strong implementation expectations of this curriculum, including multiple strategies and flexible grouping to meet the needs of a spectrum of learners. District data have indicated that when these research-based topics are effectively implemented, student achievement will increase. On days two and three, all participants will be asked to bring specific mathematics student work from their current class/students. This work will be analyzed (in grade-level groups) to identify the level of proficiency and determine next steps for instruction. Using a rubric to evaluate student work will guide the differentiation needed in the classroom mathematics instruction.

**Hours required:**

- 18 hours if providing direct mathematics instruction
- 3 hour overview if not providing direct mathematics instruction (ELL, Gifted Services, or Special Education)

**Compensation:** Eighteen or three clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.8 or 0.3 in-service credits
- 18 or 3 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## ELEMENTARY SPECIALISTS

- Physical Education Specialists
- Computer Specialists
- World Language Specialists
- Science Specialists
- Art Specialists

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### DURING YEAR ONE:

ER & D Foundations

\*Art Specialists ONLY:

Arts for All Conference

#### BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE:

Principles of Learning Overview

Writer's Workshop, Reader's Workshop, and Integrated Math Overview

\*Science Specialists ONLY:

Science Elementary Catalyst Summer Institute

#### YEAR TWO AND YEAR THREE:

\*Art Specialists ONLY:

Arts for All Conference

Arts Education in Saint Paul Public Schools



#### TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING:

##### ER & D Foundations

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed.

Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



## **TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR**

### **Principles of Learning Overview**

*Presented by district professional development staff*

**Course description:** This is a foundation course for the Saint Paul Public School's educational reform model and partnership with the Institute for Learning. An overview will be given of an efforts-based curriculum model, and participants will actively engage in the Principles of Learning with an emphasis on Accountable Talk, Academic Rigor, Organizing for Effort, and Clear Expectations. This course is for all teachers who desire an in-depth look at the Principles as well as teachers who want to move into more advanced levels of training like Disciplinary Literacy. Registration will be capped at sixty participants.

**Hours required:** 18

**Compensation:** 18 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.8 in-service credits
- 18 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### **Writer's Workshop, Reader's Workshop, and Integrated Math Overview**

*Presented by district professional development staff and consultants*

**Course description:** This workshop will provide participants with information on the basic components of the Writer's Workshop, the Five Key Elements of Reading and how to place them in the Reader's Workshop model, and the SPPS Math Framework contents and how to use them to improve student achievement.

**Hours required:** 9

**Compensation:** 9 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 0.9 in-service credits
- 9 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### **\*Science Specialists ONLY**

**IN ADDITION TO THE ABOVE REQUIREMENTS FOR ELEMENTARY SPECIALISTS, COMPLETE THE FOLLOWING COURSE:**



**TO BE COMPLETED THE SUMMER AFTER THE FIRST YEAR OF TEACHING**

### **Science Elementary Catalyst Summer Institute**

*Presented by district professional development staff*

**Course description:** Science Elementary Catalyst Summer Institute is a week-long program specially designed for elementary teachers to deepen their knowledge of science and to expand their knowledge of science pedagogy with practical, effective teaching strategies in science. Scientists and master teachers are paired together to work with a grade-level cohort of approximately fifteen teachers and focus on the effective use of district-adopted FOSS curriculum units. Teachers are encouraged to participate in building teams.

*Additional twenty hours are available for follow-up sessions and coaching during the school year to assist with classroom implementation.*

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## \*Art Specialists ONLY

IN ADDITION TO THE ABOVE REQUIREMENTS FOR ELEMENTARY SPECIALISTS, COMPLETE THE FOLLOWING COURSES:



CONFERENCE TO BE COMPLETED YEAR ONE, YEAR TWO, AND YEAR THREE

### Arts for All Conference

*Presented by district, local, and national arts education experts and teaching artists*

**Course description:** The Arts for All Conference provides workshops that meet arts education and arts professional development needs. Conference goals are to enrich, ignite, and refresh participants' teaching practices and commitment to the arts; and to expand participants' knowledge, practice, theory, and resource bank related to arts education in and through the arts.

**Hours required:** 5.5 per year, 16.5 total

**Compensation:** 16.5 clock hours over three years toward relicensure will be awarded. If course is offered during noncontracted time, you may earn 0.55 in-service credits per year.

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR

### Arts Education in Saint Paul Public Schools

*Presented by district, local, and national arts education experts and teaching artists*

**Course description:** A variety of arts workshops are offered by SPPS and listed on <http://pdexpress.spps.org>.

**Hours required:** 2

**Compensation:** 4 clock hours over two years toward relicensure will be awarded. If course is offered during noncontracted time, you may earn 0.4 in-service credits.

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## JUNIOR HIGH AND MIDDLE SCHOOL TEACHERS

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### DURING YEAR ONE:

ER & D Foundations

#### DURING YEAR TWO (CHOOSE ONE OF THE FOLLOWING):

- Secondary Writing
- Content Literacy
- Struggling Readers Level I

#### DURING YEAR THREE:

Disciplinary Literacy for Math, Science, Social Studies, or ELA Teachers



### TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING

#### ER & D Foundations

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed. Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE SECOND YEAR (CHOOSE ONE OF THE FOLLOWING)**

### **Secondary Writing**

*Presented by district professional development staff*

**Course description:** Participants will explore and use best-practice strategies in reading and writing and apply them to content-specific situations. Working in the role of learner, participants will keep writer's notebooks and develop a piece of writing from draft to finished piece. In addition, reading activities will be introduced that can be applied to a variety of texts. The Principles of Learning will be addressed in the context of the reading and writing activities. MCA preparation will be built into classroom application of the strategies/activities. Participants will be expected to attend follow-up training during the school year.

**Hours required:** 30 (four days of summer training and coaching during school year)

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration for summer training will be available at <http://pdexpress.spps.org>.

### **Content Literacy**

*Presented by district professional development staff*

**Audience:** All content area teachers

**Course description:** Teaching reading in all content areas for secondary teachers. Learn content-specific as well as global strategies for teaching reading to students in grades 7–12. This workshop includes eighteen hours of instruction and practice during the summer session with an additional twelve hours during the school year. Thirty hours requirement for the Achievement of Tenure program, but workshop is open to all secondary-level teachers.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## **Struggling Readers Level I**

*Presented by district professional development staff*

**Audience:** Language Arts, English Language Learner, Special Education, and Content Area Teachers

**Course description:** Training will focus on the needs of struggling readers and the consistent use of reading and literacy strategies schoolwide to support their comprehension of classroom materials. Comprehension, vocabulary, and test-taking strategies as well as other literacy strategies that all teachers can implement to enhance student understanding of their curriculum will be covered during the training. Classroom management is established through routines for daily activities and intervention support for individual and small-group struggling readers. Participants will collect samples of student work to create a portfolio, prepare transparencies of student work samples and strategy lessons to share with other participants during training, and present a poster session outlining a strategy lesson and student work.

**Hours required:** 30 (three days of summer training and coaching during school year)

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration for summer training will be available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE SECOND YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR**

### **Disciplinary Literacy for Math, Science, Social Studies, or ELA Teachers**

*Presented by district professional development staff*

**Course description:** This course provides an introduction to the Disciplinary Literacy (DL) Principles. Training at the district or site level in the Principles of Learning will be a benefit to participants. Emphasis will be on curriculum content/strategies in math, science, social studies, or English. Participants will be asked to designate a content area to follow during the four days of training. A particular focus will be on the elements of curriculum design found in DL lessons and hands-on work as a learner in the DL classroom. Three middle schools will have extra coach support in all four content areas in the ongoing effort to develop model classrooms at each middle school. Other participants will receive classroom support through periodic site visits.

- 1 follow-up day during the school year (substitutes provided by district)
- 4 follow-up study group sessions (stipends and clock hours)

**Hours required:** 30 (four days of summer training, one follow-up day during the school year, and four follow-up study group sessions)

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration for summer training will be available at <http://pdexpress.spps.org>.

## HIGH SCHOOL TEACHERS

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### **DURING YEAR ONE:**

ER & D Foundations

#### **DURING YEAR TWO (CHOOSE ONE OF THE FOLLOWING):**

- Secondary Writing
- Content Literacy
- Struggling Readers Level I

#### **DURING YEAR THREE:**

Professional Learning Teams



### **TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING**

#### **ER & D Foundations**

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed. Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE SECOND YEAR (CHOOSE ONE OF THE FOLLOWING)**

### **Secondary Writing**

*Presented by district professional development staff*

**Course description:** Participants will explore and use best-practice strategies in reading and writing and apply them to content-specific situations. Working in the role of learner, participants will keep writer's notebooks and develop a piece of writing from draft to finished piece. In addition, reading activities will be introduced that can be applied to a variety of texts. The Principles of Learning will be addressed in the context of the reading and writing activities. MCA preparation will be built into classroom application of the strategies/activities. Participants will be expected to attend follow-up training during the school year.

**Hours required:** 30 (four days of summer training and coaching during school year)

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration for summer training will be available at <http://pdexpress.spps.org>.

### **Content Literacy**

*Presented by district professional development staff*

**Audience:** All content area teachers

**Course description:** Teaching reading in all content areas for secondary teachers. Learn content-specific as well as global strategies for teaching reading to students in grades 7–12. This workshop includes eighteen hours of instruction and practice during the summer session with an additional twelve hours during the school year. Thirty hours requirement for the Achievement of Tenure program, but workshop is open to all high school teachers.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## **Struggling Readers Level I**

*Presented by district professional development staff*

**Audience:** Language Arts, English Language Learner, Special Education, and Content Area Teachers

**Course description:** Training will focus on the needs of struggling readers and the consistent use of reading and literacy strategies schoolwide to support their comprehension of classroom materials. Comprehension, vocabulary, and test-taking strategies as well as other literacy strategies that all teachers can implement to enhance student understanding of their curriculum will be covered during the training. Classroom management is established through routines for daily activities and intervention support for individual and small-group struggling readers. Participants will collect samples of student work to create a portfolio, prepare transparencies of student work samples and strategy lessons to share with other participants during training, and present a poster session outlining a strategy lesson and student work.

**Hours required:** 30 (three days of summer training and coaching during school year)

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration for summer training will be available at <http://pdexpress.spps.org>.



## TO BE COMPLETED DURING THE THIRD YEAR OF TEACHING

### Professional Learning Teams

*Site or district team*

**Course description:** High school teachers will join a site or district team that uses formalized reflective teaching practices to focus on essential curricular standards and instruction, documenting the development and implementation of anchor lessons and common assessments within their courses, with other teachers at their building or across the district, completing a targeted action research project.

For example, high school teachers who participate for thirty hours or more in a collegial Focused Inquiry Project, Reflective Science Group, Student Work Review Group, and so forth will be fulfilling the third-year requirement of the Achievement of Tenure.

Verification of thirty required hours for Achievement of Tenure will be granted through the building principal and the Office of Secondary Education.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** TBD and will vary according to team.

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### DURING YEAR ONE:

ER & D Foundations

#### DURING YEAR TWO AND YEAR THREE:

Follow Elementary, Junior High and Middle School, or High School requirements as appropriate.

\*Elementary Gifted Services ONLY

Best Practices in Gifted Education



### TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING

#### ER & D Foundations

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed.

Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



TO BE COMPLETED DURING YEAR TWO AND YEAR THREE

ELL, GIFTED SERVICES, AND SPECIAL EDUCATION LICENSED TEACHERS SHOULD FOLLOW ELEMENTARY, JUNIOR HIGH AND MIDDLE SCHOOL, OR HIGH SCHOOL TENURE REQUIREMENTS AS APPROPRIATE.

### \*Gifted Services ONLY



IN ADDITION TO THE ABOVE REQUIREMENTS, COMPLETE THE FOLLOWING COURSE PRIOR TO THE END OF YEAR THREE

#### **Best Practices in Gifted Education**

*Presented by district professional development staff*

**Course description:** Schoolwide Enrichment and Gifted Services Specialists will explore program development using researched best practices. Sessions will include consultation and collaboration with the classroom teacher on differentiating instruction for high-ability students, reaching under-achieving gifted students, expanding the notion of gifts as expressed within multiple cultures, and infusing the Principles of Learning into a standards-based gifted curriculum.

**Hours required:** 12

**Compensation:** 12 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.2 in-service credits
- 12 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## GUIDANCE AND RELATED SERVICES

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### DURING YEAR ONE:

ER & D Foundations

#### BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE:

Principles of Learning Overview

Wellness Policy

Comprehensive Campus Overview

Writer's Workshop, Reader's Workshop, and Integrated Math Overview



#### TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING

### ER & D Foundations

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed. Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR**

## **Principles of Learning Overview**

*Presented by district professional development staff*

**Course description:** This is a foundation course for the Saint Paul Public School’s educational reform model and partnership with the Institute for Learning. An overview will be given of an efforts-based curriculum model, and participants will actively engage in the Principles of Learning with an emphasis on Accountable Talk, Academic Rigor, Organizing for Effort, and Clear Expectations. This course is for all teachers who desire an in-depth look at the Principles as well as teachers who want to move into more advanced levels of training like Disciplinary Literacy. Registration will be capped at sixty participants.

**Hours required:** 18

**Compensation:** 18 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.8 in-service credits
- 18 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## **Wellness Policy**

*Presented by student services staff*

**Course description:** This course is designed to help staff implement our Saint Paul Public Schools Board of Education Wellness Policy #533. The Wellness Policy is designed to promote and protect student health. Background on the development of the Wellness Policy, strategies for school implementation, and a resource manual are all part of the workshop.

**Hours required:** 2

**Compensation:** 2 clock hours toward relicensure will be awarded.

**Times and locations:** Offered winter and spring. Contact Stacey Kennedy at 651-767-8179 or [stacey.kennedy@spps.org](mailto:stacey.kennedy@spps.org) for information and registration.

## **Comprehensive Campus Overview**

*Presented by district technology staff*

**Course description:** This provides a basic course in the fundamental operations, modules, and applications of the Campus Student Information System. Users will gain a rudimentary understanding of the features and utilities of this web-based student information system.

**Hours required:** 2

**Compensation:** 2 clock hours toward relicensure will be awarded.

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>

## **Writer's Workshop, Reader's Workshop, and Integrated Math Overview**

*Presented by district professional development staff and consultants*

**Course description:** This workshop will provide participants with information on the basic components of the Writer's Workshop, the Five Key Elements of Reading and how to place them in the Reader's Workshop model, and the SPPS Math Framework contents and how to use them to improve student achievement.

**Hours required:** 9

**Compensation:** 9 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 0.9 in-service credits
- 9 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### **DURING YEAR ONE:**

Easy IEP  
Hearing/Vision Screening

#### **BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE:**

Principles of Learning Overview  
Chronic Health Conditions/Asthma Management  
Writer's Workshop, Reader's Workshop, and Integrated Math Overview



#### **TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING**

##### Easy IEP

*Presented by special education staff*

**Course description:** This course will teach participants about the process and the requirements of Third Party Reimbursement in the state of Minnesota, and also how to document health-related IEP services into the EasyIEP software program.

**Hours required:** 2

**Compensation:** 2 clock hours toward relicensure will be awarded.

**Times and locations:** Arranged based on need.

##### Hearing/Vision Screening

*Presented by the Minnesota Department of Health*

**Course description:** Skill development to screen vision and hearing using state-developed procedures.

**Hours required:** 7

**Compensation:** 7 clock hours toward relicensure will be awarded.

**Times and locations:** Arranged through the Student Wellness Office when needed.



## TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR

### Principles of Learning Overview

*Presented by district professional development staff*

**Course description:** This is a foundation course for the Saint Paul Public School's educational reform model and partnership with the Institute for Learning. An overview will be given of an efforts-based curriculum model, and participants will actively engage in the Principles of Learning with an emphasis on Accountable Talk, Academic Rigor, Organizing for Effort, and Clear Expectations. This course is for all teachers who desire an in-depth look at the Principles as well as teachers who want to move into more advanced levels of training like Disciplinary Literacy. Registration will be capped at sixty participants.

**Hours required:** 18

**Compensation:** 18 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.8 in-service credits
- 18 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### Chronic Health Conditions/Asthma Management

*Presented by student wellness staff; certified asthma educator*

**Course description:** Participants will learn the SPPS Management of Students with Asthma Framework. The goal of the program is for students with asthma to be under good control through an effective and consistent care management system.

**Hours required:** 12

**Compensation:** 12 clock hours toward relicensure will be awarded.

**Times and locations:** To be arranged through the Student Wellness Office.

## **Writer’s Workshop, Reader’s Workshop, and Integrated Math Overview**

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*Presented by district professional development staff and consultants*

**Course description:** This workshop will provide participants with information on the basic components of the Writer’s Workshop, the Five Key Elements of Reading and how to place them in the Reader’s Workshop model, and the SPPS Math Framework contents and how to use them to improve student achievement.

**Hours required:** 9

**Compensation:** 9 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 0.9 in-service credits
- 9 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## ALL SPECIAL EDUCATION SUPPORT PERSONNEL

- Social workers
- Psychologists
- Physical/Occupational Therapists
- Speech and Language Pathologists

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### **DURING YEAR ONE:**

Principles of Learning Overview

#### **BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE:**

Writer's Workshop, Reader's Workshop, and Integrated Math Overview



#### **TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING**

### Principles of Learning Overview

*Presented by district professional development staff*

**Course description:** This is a foundation course for the Saint Paul Public School's educational reform model and partnership with the Institute for Learning. An overview will be given of an efforts-based curriculum model, and participants will actively engage in the Principles of Learning with an emphasis on Accountable Talk, Academic Rigor, Organizing for Effort, and Clear Expectations. This course is for all teachers who desire an in-depth look at the Principles as well as teachers who want to move into more advanced levels of training like Disciplinary Literacy. Registration will be capped at sixty participants.

**Hours required:** 18

**Compensation:** 18 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.8 in-service credits
- 18 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR**

## **Writer's Workshop, Reader's Workshop, and Integrated Math Overview**

*Presented by district professional development staff and consultants*

**Course description:** This workshop will provide participants with information on the basic components of the Writer's Workshop, the Five Key Elements of Reading and how to place them in the Reader's Workshop model, and the SPPS Math Framework contents and how to use them to improve student achievement.

**Hours required:** 9

**Compensation:** 9 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 0.9 in-service credits
- 9 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

### Required Courses to Achieve Tenure in Saint Paul Public Schools

#### **DURING YEAR ONE:**

ER & D Foundations

#### **BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE:**

Principles of Learning Overview

Library Management

Writer's Workshop Overview

#### **BEGINNING SUMMER AFTER YEAR ONE AND PRIOR TO THE END OF YEAR THREE**

**(CHOOSE ONE OF THE FOLLOWING):**

- Reader's Workshop Level I
- Struggling Readers Level I



#### **TO BE COMPLETED DURING THE FIRST YEAR OF TEACHING:**

### ER & D Foundations

*Presented by the Saint Paul Federation of Teachers*

**Course description:** This workshop will provide educators with advice, support, and information to feel more effective in their teaching. ER & D Foundations helps participants look at what educational research shows are the best teaching practices. Classes provide time for educators to reflect and interact while they examine relevant research and work on ways to implement them in their work with students. Topics covered are Classroom and Group Management, Time on Task, Feedback and Praise, Interactive Direct Instruction, Cooperative Small Groups, Differentiated Instruction, and the Urban Learner. This course is appropriate for new teachers, experienced teachers who are willing to look anew at their teaching techniques, and educational assistants. First-year teachers who complete Foundations will be fulfilling a requirement for achievement of tenure.

**Hours required:** 30

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 30 hours stipend at contractual rate of pay

**Times and locations:** Late fall and winter in first year of teaching; additional sessions if needed. Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR**

## **Principles of Learning Overview**

*Presented by district professional development staff*

**Course description:** This is a foundation course for the Saint Paul Public School’s educational reform model and partnership with the Institute for Learning. An overview will be given of an efforts-based curriculum model, and participants will actively engage in the Principles of Learning with an emphasis on Accountable Talk, Academic Rigor, Organizing for Effort, and Clear Expectations. This course is for all teachers who desire an in-depth look at the Principles as well as teachers who want to move into more advanced levels of training like Disciplinary Literacy. Registration will be capped at sixty participants.

**Hours required:** 18

**Compensation:** 18 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 1.8 in-service credits
- 18 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## **Library Management**

*Presented by district technology staff*

**Course description:** Accent Express Client Basic Training for Licensed Media Specialists. This course will provide a basic knowledge of the functions within the Accent Centralized Library Management System.

Included in the course:

- Brief explanation of a centralized library management system
- Circulation features
- Cataloging features
- Basic reports
- Search techniques using the online search catalog
- Basic customization of library client

**Hours required:** 6

**Compensation:** 6 clock hours toward relicensure will be awarded.

**Times and location:** Course offered by request at 1930 Como Ave. Registration is available at <http://pdexpress.spps.org>.

## **Writer's Workshop Overview**

*Presented by district professional development staff*

**Course description:** This course will provide an overview of the basic components of the Writer's Workshop. **May have ELL focus for ELL teachers.**

Some of the Writer's Workshop Components:

- **MINI-LESSON** – building skills in such areas as subject-verb agreement, capitalization, paragraphing, and punctuation.
- **PLANNING/DRAFTING** – exploring a topic, telling a story, patterning a poem, and reworking the initial draft.
- **CONFERRING** – one-on-one conference between teacher and student is the most significant component of the Writer's Workshop, allowing for instruction and evaluation tailored to individual needs.
- **RESPONSE GROUPS** – working with a small group or a partner to revise a draft.
- **REVISING** – revising text to see how it might be organized more effectively, developed with more clarity, or recast in a more appropriate genre.
- **EDITING** – correctness of such details as spelling, punctuation, capitalization, paragraphing, and usage.

**Hours required:** 3

**Compensation:** 3 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 0.3 in-service credits
- 3 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.



**TO BE COMPLETED BEGINNING THE SUMMER AFTER THE FIRST YEAR OF TEACHING AND PRIOR TO THE END OF THE THIRD YEAR (CHOOSE ONE OF THE FOLLOWING)**

### **Reader’s Workshop Level I**

*Presented by district professional development staff*

**Course description:** The Reader’s Workshop Level I is composed of 24 hours of professional development to provide an overview of the Reader’s Workshop model and its components: assessment, mini-lessons, read aloud, shared reading, guided oral reading, independent reading, and independent work time. With the knowledge and understanding of these components and a classroom management structure in place, participants can build a standards-based classroom and instructional plan where children learn the skills and strategies used by proficient readers. Teachers also learn how to differentiate instruction for all students.

Teachers gain an understanding of the five elements of reading identified by the National Reading Panel as key to literacy development—phonemic awareness, phonics, fluency, vocabulary, and comprehension—and how to place them within the Reader’s Workshop model.

Institute strands will accommodate the needs of teachers in K–6. **May have ELL focus for ELL teachers.**

Saint Paul Public Schools Literacy Frameworks will be a guide. Resources and materials will be provided.

**Hours required:** 24

**Compensation:** 24 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 2.4 in-service credits
- 2 Hamline University graduate semester credits at a cost of \$212
- 2 University of Minnesota graduate semester credits at a cost of \$350
- 24 hours stipend at contractual rate of pay

**Times and locations:** Registration, specific dates, times, and locations are available at <http://pdexpress.spps.org>.

## **Struggling Readers Level I**

*Presented by district professional development staff*

**Audience:** Language Arts, English Language Learner, Special Education, or Content Area Teachers

**Course description:** Training will focus on the needs of struggling readers and the consistent use of reading and literacy strategies schoolwide to support their comprehension of classroom materials. Comprehension, vocabulary, and test-taking strategies as well as other literacy strategies that all teachers can implement to enhance student understanding of their curriculum will be covered during the training. Classroom management is established through routines for daily activities and intervention support for individual and small-group struggling readers. Participants will collect samples of student work to create a portfolio, prepare transparencies of student work samples and strategy lessons to share with other participants during training, and present a poster session outlining a strategy lesson and student work.

**Hours required:** 30 (three days of summer training and coaching during school year)

**Compensation:** 30 clock hours toward relicensure will be awarded.

If course is offered during noncontracted time, choose one of the following:

- 3 in-service credits
- 30 hours stipend at contractual rate of pay

**Times and locations:** Registration for summer training will be available at <http://pdexpress.spps.org>.





The Career in Education Program was developed through collaboration between the Saint Paul Public Schools and the Saint Paul Federation of Teachers. The Career in Education Board consists of nine teachers and eight administrators. The goal of the program is to support the professional growth of teachers through quality, collegial professional development and assessment.

For further information see the 2006 Career in Education booklet and the Teacher Labor Agreement.

#### BOARD OF EDUCATION

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#### FOR FURTHER INFORMATION CONTACT:

#### OFFICE OF ACADEMICS

Marilyn Baeker  
651-767-8376  
marilyn.baeker@spps.org

#### SAINT PAUL FEDERATION OF TEACHERS

Mary Cathryn Ricker  
651-222-7303  
mc@spft.org



Saint Paul Public Schools  
Office of Academics  
Center for Professional Development  
1001 Johnson Parkway  
Saint Paul, Minnesota 55106