PSE Classified Instructional Technology Professional Development Guide

The PSE contract states that "Any employee who works an average of four hours per day is eligible to earn one additional day of pay for training related to educational technology. The training will be determined and provided by the district". While the district will provide this training, you may find and attend a different educational technology training in it's place if you find it more relevant and helpful to your professional growth.

Who is Eligible?

Eligibility	Payment	Fulfillment	Deadline
Any Classified employee working 4 or more hours per day.	Upon completion, the employee will be eligible for a full day's worth of pay, up to 8 hours.	Choose from district provided tech training, approved online tech training list, or self-selected training.	June 30th

Categories of Training Options Explained

Training Options	Verification Required	Other Considerations
District-provided training	1. Report hours on monthly timesheet.	na
Approved list of online tech training Click here to access	1. Report hours on monthly timesheet. 2. Attach artifacts of completion.	na

"Artifacts of Completion" Defined: Name of course provider, course name, printout of training content/agenda, duration of the training. If online, then also include the URL to the training.

Training Content Requirements: Since the funding source is capital projects, **all** technology trainings require the following:
- Training must be about **new** technology and related to operational or instructional technology
- The learning leads to **use** of the technology
- The agenda and/or documentation of total hours **must** be provided as evidence
- Courses **cannot** be counted more than once.

Please contact your principal with questions. Refer to Collective Bargaining Agreement, Article 16.1.1.

How to Earn up to 8 Hours of Tech Training

Requirements

- Work at least 4 hours per day.
- Timesheet training hours on monthly timesheet.
- Attach artifacts of completion.
- Complete by June 30th.

Options for Training

- District provided in person trainings.
- Online trainings endorsed by the Technology Director.