SJEA Instructional Technology Professional Development Guide

The SJEA contract includes a total of 15 hours (2 days) of pay for technology professional development. There are two categories of hours and payment under this agreement -- **contracted** hours and **additional optional** hours. The various options for training can be applied to either, but obviously, the first 7.5 hours will be applied to your contracted time. The tables below attempt to add clarity:

Categories of Payment Hours Explained

Type of Hours	Payment	Fulfillment	Deadline
Contracted Hours	7.5 hours are *frontloaded* as part of your 'Local Days' contract and paid with monthly payroll.	Choose from in-service tech training, and/or approved online tech training list, or self-selected training.	June 30th – pay will be deducted for any hours not met.
Optional Additional Tech Training Hours	You report up to 7.5 hours via **signed timesheet and attach artifacts of completion**.	Choose from in-service tech training, and/or approved online tech training list, or self-selected training.	June 30th

Categories of Training Options Explained

Training Options	Verification Required	Other Considerations
District-provided, in-service tech training	**Signature** on in-service sign-in sheet, only. No timesheet or artifacts are required.	na
Approved list of online tech training	You report these hours via **signed timesheet and attach artifacts of completion**.	na
Self-selected Tech Training (not on approved list)	You report these hours via **signed timesheet and attach artifacts of completion**.	Discuss training with supervisor beforehand to ensure the training meets capital funding requirements.

"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 5.1

Options for Fulfilling 15 Hours of Tech Training

Contract Hours

- 8 Sandboxes Lead by Bldg Instructional Tech Leads, and/or
- Online Trainings Endorsed by District Tech Director
- Self-Selected Trainings: YOU pick which offerings to attend/complete, then submit timesheet & artifacts of completion to payroll by June 30.
- **Pay will be deducted for hours not met.**

Optional Hours

- 8 Sandboxes Lead by Bldg Instructional Tech Leads, and/or
- Online Trainings Endorsed by District Tech Director
- Self-Selected Trainings: YOU pick which offerings to attend/complete, then submit timesheet & artifacts of completion to payroll by June 30.
  - Discuss with supervisor beforehand to ensure the training meets requirements.