

ADMINISTRATIVE PROCEDURE

PERFORMING TEACHING SERVICES FOR PROFESSIONAL DEVELOPMENT

4130.1
Procedure No.

August 1, 2013
Date

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- I. **PURPOSE:** To define criteria and provide procedures for authorized professional personnel to perform teaching services in Prince George's County public Schools programs in addition to their regular responsibilities.

 - II. **BACKGROUND:** There is a continuing need for qualified personnel to perform teaching duties in Professional Development, Evening High School, and Adult Education Programs. All assignments of eleven or twelve-month professional personnel to teach in a Professional Development Program are scheduled as part of their regular responsibilities. Where appropriate, the reporting time for the workday may be adjusted. These procedures specify the necessary conditions for employing ten-month professional employees to perform teaching duties in addition to their regular responsibilities.

 - III. **DEFINITIONS:** The following definitions apply to the content of these Administrative Procedures:

Professional Development Programs: Activities sponsored by an area administrative office and/or the Department of Professional Development, which are designed to orient professional staff to programs of instruction, or designed to increase to specific competencies or understandings of staff members.

 - IV. **PROCEDURES:** These procedures apply to all ten-month professional personnel employed in teach in the Professional Development Programs, in addition to their regular responsibilities, and beyond a normal school day.
 - A. Persons Eligible:
 1. Professional Development Programs – All ten-month professional employees are eligible for additional employment as teachers in Professional Development Programs, after the normal school day.

 - B. Processing Teaching Applications:
 1. Professional Development Programs.
 - a. Eligible ten-month professional employees who wish to teach in a Professional Development Program for the school system should address a request to the appropriate Division Chief.
 - b. Those requests which are endorsed by the Division Chief as being appropriate will be forwarded to the Department of

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- c. Personnel from the Department of Professional Development and/or the supervisor of the curriculum area which would sponsor the workshop, will work with the professional employee in determining if the program should be offered, the conditions under which it would be offered, and approve the workshop design and materials to be utilized.
 - d. All workshops must be conducted within the guidelines of the Department of Professional Development.
- C. Payment for Services Rendered – Payment for teaching in Professional Development Programs will be made after the course has been completed. The Workshop Pay Element should be used.
- V. **RELATED PROCEDURES:** Administrative Procedure 4132, Timekeeping and leave Reporting.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Human Resources Officer and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4130.1, dated November 1, 2004.
- VIII. **EFFECTIVE DATE:** August 1, 2013.

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