

Administrative Directive Title: Required Summer Administrative Day	AD Number: 5.602.3	Adopted: May 2022 Former Descriptor: PER25
Policy References: Board Policy 5.602 - Staff Time Schedules	Revised: 11/24	

1 Education assistants and certified employees who are required to earn additional professional
 2 development (PD) hours may also be required to complete six hours of professional development or
 3 preparation work between July 1st and the first full student day of school on an annual basis, depending
 4 on the Board-approved calendar. This required summer administrative day is a substitute for a day in the
 5 school calendar.

6 Professional development is defined by the State Board of Education Policies 5.200 and 5.502 and refers
 7 to planned activities designed to increase competencies needed by certified employees in the
 8 performance of their professional responsibilities. In this context, "competencies" are defined as the
 9 knowledge, skills, and attitudes, which enable personnel to carry out their tasks with maximum
 10 effectiveness.

11 Preparation work is defined for the purposes of this directive as tasks completed by certified employees
 12 or educational assistants to ensure readiness for classroom instruction and/or organizational needs.

13 Professional development/preparation work for this summer administrative day must be approved by the
 14 school principal prior to completing the activity. Examples of allowable activities include, but are not
 15 limited to:

- 16 1. PLC meetings
- 17 2. District-provided professional development conferences
- 18 3. Required annual trainings
- 19 4. Classroom preparation and set-up
- 20 5. Grade-level planning sessions
- 21 6. School retreats
- 22 7. Committee/Leadership meetings
- 23 8. Pre-approved off-site professional development opportunities
- 24 9. New teacher orientation

25 Additional activities may be approved the school principal. It is the responsibility of the employee to
 26 submit written documentation of the dates, times, and activities completed to satisfy this requirement.
 27 This form must be completed and submitted to the school principal and will be maintained at the school
 28 level.

29 Education assistants will be paid for each hour worked. The required summer administrative day is
30 included in the annual salary schedule provided for certified employees. The six hours earned for the
31 summer administrative day cannot be counted toward the twelve (12) professional development hours
32 an employee must receive during the regular school year.

33 If an employee fails to complete the six hours required for the summer administrative day, the pay for
34 the difference in those hours will be deducted from the employee's July 15th paycheck.

**REQUIRED SUMMER ADMINISTRATIVE DAY
DOCUMENTATION FORM FOR
CERTIFIED TEACHERS**

This form must be completed by teachers to document the required six (6) hours of professional development or preparation work for the required summer administrative day pursuant to AD 5.602.3. These hours must be completed before the first full day of school for students each year and approved by the principal before the first pay date of the year (August 15th).

The remaining twelve (12) hours of required professional development must be entered into SchoolStation before the last day of school.

Reminder: Professional development or preparation work completed over the summer break is more flexible than what can be completed/counted toward professional development during the school year.

Employee's Name: _____ Identification Number: _____

Department/School: _____ Employee Title: _____

Date	# of Hours	Description of Professional Development/ Preparation Work

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____