



Nutley Public Schools

Updated 2013-05-06

Local Professional Development Committee “What Counts”

Activity	Hours
College Courses	Hour per hour
Professional Development Days	Hour per hour
Curriculum Writing and/or Saturday Curriculum Sessions	Hour per hour
Faculty Meetings (related to professional development)	Hour per hour
Department Meetings (related to professional development)	Hour per hour
Grade Level Meetings (related to professional development)	Hour per hour
In-Service Sessions	Hour per hour
Instructional Rounds	Hour per hour
Peer-to-Peer	Hour per hour
Hosting a Full-Time Student Teacher	Sixteen (16) hours per experience or as deemed by the college
MSU 120-hour student teacher/observer	Six (6) hours
MSU 60 hour student teacher/observer	Three (3) hours
Mentoring a New Teacher	Up to one (1) hour per week of supervision (max 40 hours)
MSU Network for Educational Renewal	Hour per hour for courses
Workshop Facilitator/Presenter	Two (2) hours for preparation One (1) hour for presentation

NJEA Convention	As per the NJEA bulletin
EAN, ECEA, NJEA, NEA Workshops	Hour per hour
Grant Writing	Teacher/Supervisor mutual agreement
Writing Manuals	Teacher/Supervisor mutual agreement
Independent Professional Study	Teacher/Supervisor mutual agreement
Teacher Study Groups	Teacher/Supervisor mutual agreement
Action Research	Teacher/Supervisor mutual agreement
Fellowship	Teacher/Supervisor mutual agreement
Sabbatical	Teacher/Supervisor mutual agreement
Internship	Teacher/Supervisor mutual agreement
Textbook Review-When Non-Committee Teachers Review Materials for New Textbooks	Teacher/Supervisor mutual agreement
Teacher Exchange	Teacher/Supervisor mutual agreement
Committees – Including, but not limited to, I&RS, Affirmative Action, Superintendent’s Advisory Committee, LPDC, SPDC, Anti-bullying Committee, School Safety Team	10 Hours per year per committee

NOTE: Activities that serve the profession, including but not limited to grant writing, mentoring a pre-service teacher or a novice teacher, professional service on boards or committees, and teaching a course or workshop can only count for 75 of the 100 required hours.

Be sure to provide professional development hour documentation to your administrator during the annual conference. Please retain the original copy of all certificates, summary of independent study, or notes in your personal files as proof of attendance or participation regarding professional activities.

If an individual decides to develop an independent study program, he or she must include a rationale demonstrating how his or her proposed plan is aligned with the State standards for professional development. Please refer to www.state.nj.us/education.