

**Required Professional Development for Educational Leaders  
2009-2010**

<b>Course Code</b>	<b>Description</b>	<b>Audience</b>	<b>Time</b>	<b>Dates</b>
<b>Divisionwide Areas of Instructional Focus</b>				
OPD 720	Excellence and Equity in Education Conference	Educational leaders and supervisory personnel and school leadership teams	1 day	August 4, 2009
ADM 801	Special Education Update Meetings	Building educational leaders and educational leader designees	2 hours	
<b>Leadership Development</b>				
<b>Course Code</b>	<b>Description</b>	<b>Audience</b>	<b>Time</b>	<b>Dates</b>
ADM 100	Educational Leader (Assistant Principal) Academy – Year 1	All first-year assistant principals	6 days	August 13 and 14; October 1; November 5; 2009; January 21; and March 5, 2010 8 a.m. – 4 p.m.
ADM 200	Educational Leader (Assistant Principal) Academy – Year 2	All second-year assistant principals	4 days	October 13; December 17, 2009; February 11, and April 27, 2010 8 a.m. – 4 p.m.
ADM 300	Educational Leader (Assistant Principal) Academy – Year 3	All third-year assistant principals	2.5 days	October 29, 2009; and January 14, 2010 8 a.m. – 4 p.m. April 9, 2010 8 a.m. - noon
ADM 400	Educational Leader Induction	All first-year principals	5 days	July 28; October 6; December 1, 2009; February 9; and March 23, 2010
SPE 702	Special Education Legal Requirements	Newly appointed educational leader designee	2 days	August 17 and 18 or August 24 and 25, 2009 8 a.m. – 4:30p.m.
SPE 702	Special Education Legal Requirements	Veteran educational leader designee	1 day	August 20; August 21; August 27; or August 28, 2009 Choose 1 session All sessions: 8 a.m. – 4:30 p.m.
OPD 830	Introduction to PWCS Professional Performance Process Standards	Educational leader interns and central office personnel who complete formal and/or informal observations of teachers	1 day	October 9, 2009
OPD 840	Effective Communication and Documentation of Employee Performance	All new current building level and central office educational leaders who supervise employees	1 day	June 29, 2009 8:30 a.m. – 3:30 p.m.

<b>Assessment</b>				
DWH 801	Introduction to the PWCS Data Warehouse for SCHOOL USERS	New building level and central office educational leaders users who have not been trained	.5 day	Choose ½ day session: July 27, July 29, 2009: 1:30-4:30 p.m. July 31, August 10, August 13, August 21, 2009: 9 a.m. – noon
DWH 802	Data Warehouse Report Development for School Users	Highlights new reports and changes that will provide a focus for student learning for the coming year	.5 day	Choose ½ day session: August 7, August 11, August 13, August 17, August 21, August 25, 2009: 1 – 4 p.m. August 19, 2009: 8:30-11:30 a.m.
DWH 803	Introductory Data Warehouse Training for District Level Users	District Level Users (Central Office Staff)	.5 day	August 26, 2009 9-11:30 a.m.
ADM 803	Skovision: Improvement Planning Process Software Training	Required for schools/departments not trained	1 day	June 23, July 30, July 14, August 5 and August 18, 2009 9 a.m. – 4 p.m. October 7, October 23, November 13, and December 3, 2009 9:00 a.m. – 4 p.m.