



TASIS ENGLAND

PROFESSIONAL GROWTH PROGRAM

**(TO BE COMPLETED BY ALL TEACHERS AND ADMINISTRATORS
EACH YEAR)**

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Teacher's/Administrator's Name: _____

Academic Year: _____

Description of the Professional Growth Program

The School wishes to help teachers and administrators to continue to grow professionally while they are at TASIS The American School in England. Such growth encourages the teachers' own personal growth, widens and depends the learning of students, and enhances the reputation of the School.

There are many ways of growing professionally during the school year. These include the selection of specific, personal educational 'goals' for the year, discussion with colleagues and with administrators, visits to classes of colleagues, visits to other schools, attending and perhaps giving workshops, both on and off campus, the reading and perhaps the writing of professional books, initiating novel teaching methods, proposing curriculum changes, serving on faculty committees investigating aspects of school life, joining accreditation teams, inviting students to assess the teacher and, naturally, through careful and honest self-evaluation. In addition, the school's Evaluation Program is a fitting complement to the Professional Growth Program.

Beyond the school year, there are other opportunities for professional growth such as summer study, teacher exchanges and sabbaticals (see below).

Application forms for attending conferences, workshops and other educational courses and visits are included here. At the end of the year, you will be asked to make a list of your professional growth experiences and to establish goals for the coming year. This will be placed in your personal record file so that proper credit can be given when you require professional recommendations or references.

Notices of professional courses will be posted in Pax House faculty room. Notices of professional growth opportunities and new ideas from faculty should be directed to the Divisional Head and/or the Dean of Faculty.

- ***Summer Study Grants*** – TASIS The American School in England offers financial grants to faculty to aid in pursuit of academically related summer study. Applications will be reviewed by the Divisional Heads, the Headmaster and the Dean of Faculty Emeritus, following endorsements by the appropriate Department and/or Divisional Head. Application forms must be filed by one of two deadlines – April 15th, and remaining grants will be made to late applicants by May 15th. Payments may be made in advance of the study upon presentation of receipts.
- ***Teacher Exchange Program*** – A full time employee who has been with TASIS The American School in England for a minimum of three years is eligible to participate in a one-year teacher or exchange program. Normally the impetus for an exchange will rest with the faculty member concerned. Ideally, the exchange should be a one-for-one exchange, ie, a mathematics teacher for a mathematics teacher. If an exchange is approved by the Headmasters, the TASIS employee will be paid his/her regular TASIS salary and the exchange teacher will be paid by his/her school. Arrangements regarding housing, cars, etc are the responsibility of the exchange teachers. An employee who accepts an exchange must agree to return to TASIS for a two-year period after the exchange. Exchanges within the TASIS organization are especially encouraged.
- ***A Sabbatical*** – An employee who has been with the TASIS organization for a minimum of ten years is eligible for a one-year sabbatical. Normally the sabbatical will be for one academic year at 50% salary. Under exceptional circumstances, a half-year sabbatical at full salary might be considered. Qualified, part-time faculty are eligible to receive sabbatical grants on a pro-rata basis. The employee who accepts a sabbatical must agree to return to TASIS The American School in England for at least a two-year period after the sabbatical. Decisions on sabbaticals will be made by the Headmaster and the Executive Board by early March. Normally a maximum of two sabbaticals per year will be permitted for each TASIS School, although there is the possibility of a third sabbatical in one year if this third sabbatical is not too disruptive to the School's program. A salary payment in lieu of a sabbatical is not

permissible. A full details and documented report of the sabbatical is required at the years end.

Application Procedure

- Candidates must submit a written proposal to the Headmaster by December 15th.
- A proposal should indicate ways in which the experience will contribute to the professional growth of the individual.
- Applications are asked to indicate the inclusive dates and proposed salary arrangements.

Criteria for Selection

Because requests and proposals for sabbaticals might be received from more than two (or three) faculty members in any given year, the following criteria will be considered in selecting recipients:

- ***Professional Value to the individual*** – ie, does the proposal include advanced study and/or receipt of additional qualifications in the faculty member's teaching area, or help to prepare the faculty member/administrator for possible new teaching or administrative responsibilities or opportunities?
- ***Value to the School and/or the TASIS organization*** – study that not only will benefit the individual but that will also benefit the school by increasing one's knowledge and/or by developing one's skills in areas directly related to aspects of the School's various programs, ie, educational testing, learning disabilities, computers, drug and alcohol abuse, peer counselling, boarding, etc.
- ***Feasibility of providing coverage for the person on sabbatical*** – ie, it would be difficult for two teachers in the same department to be on sabbatical in the same year.
- ***Seniority in TASIS The American School in England.***

NB – Proposals that highlight travel, school visits, independent research, etc, should include information on how these activities will be of professional benefit to the individual and to the School.

Final selection will be made by a committee composed of the Executive Board and Headmaster.

The Prioritizing of Professional Growth Grants

Financial support is given according to the priorities set below:

- Top priority is given to those full-time administrators and faculty who apply for courses, long or short, all-year and in the summer, that relate directly to their current responsibilities at TASIS The American School in England and that relate directly to a members' professional goals for the year.
- To give a high priority to bringing outside speakers onto our campus to give specialized workshops and demonstrations, etc, for the faculty and for supplementing professional growth sessions in each Division.
- To grant the funding necessary for administrators and faculty to meet with their 'opposite number' in other TASIS schools, in other American and International schools in our vicinity, and to make occasional one-day visits to selected British schools.

- To buy professional books, magazines and other materials relating to educational matters for each Division's professional library.
- To give funding for the London International Schools Association (LISA) and European Council of International Schools (ECIS) conferences so that faculty and administrators can attend at reasonable intervals.
- To provide limited funding (maximum £100 per annum) for faculty to take classes and courses in educational subjects that are not directly related to their jobs at TASIS The American School in England but which, nevertheless, provide some appropriate intellectual stimulation.

In all cases, applications will need to be submitted well in advance and should contain all essential information. After the course is completed, a full report (see special form) should be submitted to the Professional Grants Committee, through the appropriate Division Head.

Reviewed: August 2005



PROFESSIONAL GROWTH ANNUAL CHECK-LIST

Teacher's/Administrator's Name: _____

Academic Year: _____

I met with (Division Head/Admin Supervisor): _____

on: _____

CLASSROOM VISITS

I visited: _____ class

on: _____

I was visited by: _____

on: _____

STUDENT QUESTIONNAIRE

I attach a sample of a student questionnaire which was given to my Middle/Upper School students on: _____

PROFESSIONAL GROWTH VISITS (conferences, other schools, etc)

Place: _____

Date: _____

PROFESSIONAL BOOKS READ

Title: _____

Author: _____

OTHER FORMS OF PROFESSIONAL GROWTH

SELF EVALUATION STATEMENT

Attached and was composed on:

Date: _____

PAPERS HANDED TO THE APPROPRIATE DIVISION HEAD

Date: _____

(before leaving for summer vacation)



PROFESSIONAL GROWTH GOALS FOR THE YEAR

Following a discussion with my Division Head/Admin Supervisor, I have selected the following goals for my professional growth this year:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

TENTATIVE GOALS FOR NEXT YEAR

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signed:

Date:



SELF-EVALUATION STATEMENT
(A suggested outline)

REVIEW OF TEACHING OR MAIN ROLE OF ADMINISTRATOR

REVIEW OF SPORTS/ACTIVITIES/CSP etc

REVIEW OF DUTY/DORM/RESIDENCY



PROFESSIONAL GROWTH PROGRAM (FORM 1)

**APPLICATION TO ATTEND COURSES, CONFERENCES
AND PROFESSIONAL DAYS**

NAME OF APPLICANT: _____

COURSE TITLE: _____

DATE(S): _____

LOCATION: _____

**COST (Itemized), Conference fees,
travel, hotel etc)** _____

DESCRIPTION OF COURSE DAY (please attach relevant information)

RELEVANCE TO APPLICANTS PROFESSIONAL/PERSONAL ROLES

Approval of Department Head: _____

Approval of Division Head/Headmaster: _____

Please submit the completed form to the appropriate Division Head

Confidential



PROFESSIONAL GROWTH PROGRAM (FORM 2)
REPORT ON COURSES, CONFERENCES
AND PROFESSIONAL DAYS

NAME OF TEACHER/ADMINISTRATOR: _____

COURSE TITLE: _____

DATES: _____

LOCATION: _____

DESCRIPTON OF COURSE DAY:

EVALUATION:

CONCLUSIONS/RECOMMENDATIONS:

Signed:

Date:

Please submit the completed form to the appropriate Division Head