

## RESPONSIBILITIES IN THE RENEWAL PROCESS:

### LICENSE HOLDER, PRINCIPAL, LOCAL PROFESSIONAL DEVELOPMENT COMMITTEES, OFFICE OF CATHOLIC EDUCATION

#### Responsibilities of the ...

##### *... License Holder*

To complete the requirements for renewal of a professional license, the license holder develops an individual professional development plan and reviews it with the principal (if license holder is a teacher), or the area field director (if the license holder is a principal).

The individual professional development plan should:

- Be consistent with the licensee's goals for professional development and congruent with the school's staff development plan and student needs.
- Clearly fit one or more of these six areas of professional competency:
  1. Curriculum specifically related to one's assigned professional duties or responsibilities;
  2. Specialization area of education one serves or expects to serve such as technology, bilingual, vocational, special, or career education;
  3. Concepts, principles, and methods of effective teaching supervision, and administration;
  4. Concepts and principles of physical, intellectual, psychological, social, and emotional development of children;
  5. Concepts and principles of communication, learning, exceptionality, individuality, and cultural differences;
  6. Concepts and principles of effective relationships among schools, families, and communities.

- Represent a combination of choices from these acceptable options\*:
  1. College Credit
  2. Professional Educational Conference, Workshop or Inservice including Religious Education Certification Classes
  3. Peer Observation
  4. Curriculum Development
  5. Membership on Diocesan, Local, State, or National Educational Committees
  6. Publication of Article
  7. Publication of Book
  8. Mentorship/Assessor Function effective after 2002
  9. Educational Travel (Personal Travel)
  10. Educational Inquiry Including Educational Travel with
  11. students
  
- SEE RENEWAL OPTIONS CHART FOR DETAILED INFORMATION

#### Responsibilities of the . .

##### *... Principal*

The principal as educational leader in the school has the following responsibilities in the licensure renewal process:

- a) Maintain dialogue with teachers in the respective building on the requirements pertaining to licensure and the individual's responsibilities for renewal
- b) Distribute a copy of the Professional Development and License Renewal booklet provided by the Office of Catholic Education
- c) Disseminate information related to professional development opportunities to teachers on the staff
- d) Approve the individual professional development plans to ensure alignment with student needs, the school's staff development and continuous improvement plans
- e) Pre-approve any teacher initiated activities intended for professional development ensuring alignment with the student needs, the school's staff development and continuous improvement plans

#### Responsibilities of the . . .

##### *. . . Local Professional Development Committee*

The Local Professional Development Committee (LPDC) exists to verify that individual professional development plans and professional development activities are aligned with

the areas of professional competency and the options set forth in this manual for renewal of professional licenses. The committee meets monthly as needed to:

- a) *Review* professional development plans for coursework, continuing education units or other equivalent professional development activities
- b) *Review and approve* completed coursework and other professional development activities which are part of the individual's approved plan
- c) *Maintain a record* of all decisions made by the LPDC
- d) *Return decisions in a timely manner* to teachers and administrators who submit their plans and activities
- e) *Maintain a link with the Office of Catholic Education* to ensure that proper handling of renewal activities and applications is taking place
- f) Complete Ohio Department of Education *Verification of Professional Development* form upon request of certificate/license holder

### Responsibilities of the . . .

#### *. . . Office of Catholic Education*

The Office of Catholic Education provides support and inservice to Local Professional Development Committees and maintains the responsibility through the Secretary for Education/Superintendent of sending renewal applications that have been approved and verified by the Local Professional Development Committees to the Ohio Department of Education. ~~The Office of Catholic Education will~~

- ~~Train~~ chairpersons and Committee Members of Local Professional Development Committees
- g) *Issue* manuals to all schools with directives based on the State of Ohio **Teacher Education and Licensure Standards** and **Senate Bill 230** which gives the Chief Administrative Officer of non-public schools the prerogative to develop such directives and forms for the process of license renewal; manuals will be revised as needed using feedback from the first few years of practice
- h) *Maintain a liaison* with all LPDCs
- i) *Provide consultation* for license holders, principals, and LPDCs when concerns or questions arise
- j) *Mediate grievances* that arise between license holders and LPDCs (See procedure on next page)
- k) *Forward a recommendation to the Secretary for Education/Superintendent* that the renewal application be sent to the Ohio Department of Education.

## RESOLUTION OF DISAGREEMENT

Renewal of Professional Licenses is a state function. Complaints or disputes regarding approval of renewal work or application of such work toward renewal of licenses,

however must be directed to the Office of Catholic Education which ultimately recommends a person for license renewal to the state.

Disagreements regarding renewal activities for which points are awarded are subject to an informal review procedure as follows:

1. The license holder shall discuss the matter with his/her principal and request consideration.
2. If the disagreement is not resolved, the license holder shall state in writing:
  - a) The action that prompted the request for review,
  - b) The names of the persons involved, and
  - c) The attempts that have been made to resolve the disagreement.

The license holder shall send this statement, with a copy of the individual professional development plan in question to the LPDC for a decision.

3. If the decision of the LPDC does not resolve the disagreement, the documentation should be forwarded to the designee of the Secretary for Education/Superintendent at the Office of Catholic Education for resolution. This decision is final.