

Definition of Terms

ACTION RESEARCH: A form of disciplined inquiry that involves educators in a process of selecting a focus, collecting data, analyzing and interpreting the data, and taking action.

ACTIVE COMMITTEE MEMBERSHIP: An individual will attend the regularly scheduled meetings and carry out any responsibilities as defined by committee. Hours are contingent upon attendance.

ADMINISTRATORS: Superintendent, Associate Superintendent, Assistant Superintendent(s), Principals, Assistant Principals, Special Education Directors, and Curriculum Directors at the Cooperative Middle School.

ASSESSMENT: A collection of assignments, artifacts, and evidence gathered to demonstrate attainment of prescribed competencies, standards, or outcomes.

COMMUNITY: Group of people living within the SAU including, but not limited to, parents, educators, administrators, school boards, businesses, and local organizations.

CURRICULUM DEVELOPMENT AND ADAPTATION: Creating new instructional materials and strategies or tailoring existing ones to meet the learning needs of students.

CURRICULUM IMPLEMENTATION: Learning, using, and refining use of a particular set of instructional materials in the classroom.

DOCUMENTATION: Paperwork which reflects participation in activities, notes, handouts, plans etc. that adequately and appropriately are linked to one or more of your goals.

EDUCATORS: All certified staff.

INCREMENT: Increment hours may be applicable to schools within the SAU depending upon the teacher contract. These hours are only for people under the teacher contract. Increment means any professional development activities done outside of regular school hours. This does not include any activity that the individual already receives credits for.

INSTRUCTIONAL VIDEO: Videos that demonstrate the use of teaching programs or instructional approaches.

JOB EMBEDDED PROFESSIONAL DEVELOPMENT: Learning that occurs as professional employees, administrators, and paraprofessionals engage in their daily work activities and that results in increased skill and knowledge needed to assist students to reach high standards. It is the documented professional learning that occurs in the course of the educator's work. It often includes educators sharing what they have learned, reflecting on specific work experiences to uncover new understanding, and listening to colleagues share best practices while trying out new programs or planning or implementing a project.

JOURNALS: The practice of writing to learn through keeping a journal in which to summarize and to make sense of what you are learning.

MENTORING: Working one-on-one with an equally or more experienced teacher to improve teaching and learning through a variety of activities, including classroom observation and feedback, problem solving, troubleshooting, and coplanning.

PEER COACHING: Cooperative activities between educators that result in increased learning for both parties.

PERSONNEL: Teachers, Specialists, Department Heads, Administration, and Paraprofessionals.

PROFESSIONAL DEVELOPMENT: The learning that occurs for adults in schools so they may create environments where all students can achieve high standards. Professional Development is primarily focused on specific curriculum content, effective instructional practice and methods and strategies to assess student learning.

PROFESSIONAL DEVELOPMENT COMMITTEE: A committee that is made up of Central Administration, Principals, Community/SAU Joint School Board, and representatives from each of the schools within the SAU that interprets the Master Plan and provides guidance for Professional Development. Responsibilities extend beyond the attendance at regular monthly meetings.

PROFESSIONAL DEVELOPMENT MASTER PLAN: School Administrative Unit (SAU) document that describes the process through which Professional Development will be accomplished. The document covers a five year period and is required by the New Hampshire Department of Education. The SAU Master Plan outlines the process for identifying the goals and selecting professional development activities for achieving the goals at the school, district, or SAU levels.

PROFESSIONAL EMPLOYEES: For the purpose of this document, professional employees are those individuals that are certified under the specific categories of the New Hampshire Teaching Certificate and who are under teacher contracts.

PROGRAM DEVELOPMENT: Developing innovative activities, recently acquired through workshops, readings, presentations, etc; these activities must have taken place during one's current three year certification cycle.

QUALITY SCHOOL PORTFOLIO: This software product offers schools a solution for collecting and analyzing student data.

RECERTIFICATION CYCLE: The three-year process by which educators retain and renew their certification(s).

SAU: School Administrative Unit

STUDY GROUPS: Individuals engage in regular, structured, and collaborative interactions regarding topics identified by the group, with opportunities to examine new information, reflect on their practice, or assess and analyze outcome data.

TRAVEL: A trip that relates to goal(s) and results in several follow-up classroom activities. Upon completion of travel, documentation must be submitted to show proof that travel relates to goals and student achievement.

“It sounded an excellent plan, no doubt, and very neatly and simply arranged; the only difficulty was, that she had not the smallest idea how to set about it.”