LEA Parameters

The Regional Educational Service Agencies (RESAs) will be involved in MDE professional development in three ways:

1. Training will be provided statewide through RESA facilitation at no cost to LEAs.
2. Training will be provided at district/school sites through the Regional Service Delivery Model and by the Professional Development Coordinators (PDCs) at no cost to the LEAs.
3. Training will be offered by the RESA at a cost to the LEA with the PDC delivering the content.

LEA Parameters for training at district/school sites through the Regional Service Delivery Model and the Professional Development Coordinators:

- The PDCs will provide professional development trainings based on a session listed from the most current Professional Development Catalogs. These sessions may be modified according to the specific needs of the district/school. Updated catalogs will be available in December and July of each year. Face-to-Face, virtual professional development, online courses, and coaching support are available.
- Services will be provided at no cost to the LEA.
- All requests must be approved by the superintendent, curriculum coordinator, special education director, principal, or professional development director.
- All requests should be submitted to the PDC lead (klivingston@mdek12.org) using the Professional Development Request Form.

Face-to-Face Trainings

- A minimum of 15 participants is required for all face-to-face trainings. Districts/schools unable to meet this number may partner with another LEA or open their workshop as a regional training as noted on the PD Request Form. A separate form must be submitted for each requested session.
- All requested face-to-face sessions must be a minimum of three hours in length.
- The request form must be submitted at least four weeks prior to the preferred training date for all Professional Development Catalog items.
- The LEA is responsible for printing training materials and sign-in sheets for sessions delivered by the PDC. The PDC will provide the LEA with these items at least one week prior to the training.
- The LEA is responsible for providing the training facility, a screen, and a projector.
- The LEA is responsible for setting up the training room according to the PDC’s instructions.
- The MDE will not provide refreshments or lunch for trainings requested by the district/school.
- The PDCs will be available to provide training throughout the year, including the summer.
- The approving administrator or administrative representative must attend all PD sessions provided by the PDCs to ensure follow-up.
- CEUs and SEMIs may be requested through the local RESA. See the list of districts by RESA.

Coaching Support

- Coaching support is available to all schools who have received initial training. This support may be done virtually or through face-to-face meetings.
- Request for coaching support must be received within one month of the initial professional development session and two weeks prior to the requested coaching session.
- The PDC must receive all needed information regarding scheduling and providing supports within one week of the coaching session. If this information is not received within the time frame, the coaching session will have to be rescheduled for a later date.

Online Courses

- Online courses will be provided to educators during various semesters as listed on the most current Online Professional Development Catalog.
- A certificate of completion will be provided to all participants who completed online courses. This will be submitted to participants within two weeks of the completion date. Participants can then submit this certificate to the North Mississippi Education Consortium in order to apply for CEUs (or Office of Teaching and Leading for SEMIs/OSLS when applicable).

Virtual PD/Coaching

- Virtual professional development and/or coaching are available by district/school administrator request.
- All courses listed on the most current Professional Development Catalog are available for virtual professional development increments of 60-90 minutes depending on the selection.
- LEAs are responsible for ensuring teachers have access to the printed materials that accompany the session.
- A teacher leader or administrator must be assigned to assist as the facilitator/timekeeper of each session.
- Most virtual sessions will require at least one hour of work by the teachers prior to the session.
- The request form must be submitted at least four weeks prior to the preferred training date.