

Lamar CISD
079901

PROFESSIONAL DEVELOPMENT

REGULATION
DMA

All Lamar CISD employees who are scheduled to work on the district designated DMA day, must do one of the following:

1. Obtain 8 clock hours of professional development (DMA hours) outside of his/her regularly scheduled workday between the prior year's DMA day and the current year's DMA day. Employees who obtain 8 hours of professional development will not be required to work on the DMA day. See regulations for DMA hours below.
2. Complete a district prescribed staff development/training session on the designated DMA day.
3. Use a discretionary personal day or, if applicable, a nonwork or vacation day. Employees are responsible for recording the absence in the employee management system and on his/her timesheet.

Failure to complete one of the above options will result in the employee being docked pay for the DMA day.

DMA Hour Regulations:

1. Staff development must directly relate to current job assignment or the employee's own professional growth in the area of education and should reflect campus, department, and/or district priorities.
2. DMA credit may be obtained for sessions in which the district pays registration fees. Employees must complete the professional development outside of their regularly scheduled workday or use a prior approved state personal day, nonwork day, or vacation day. Sessions that take place both during and outside the regularly scheduled workday will be awarded on a case-by-case basis. (Note: professional leave cannot be reassigned retroactively as a state personal day per guidelines.)
3. Verification documentation for staff development may include:
 - a. Attendance credit verification from staff development sessions posted in the LCISD staff development management system.
 - b. The following forms of documentation are acceptable to be submitted with a DMA credit request for courses not offered by LCISD:
 - i. Certificate of completion or attendance
 - ii. Transcript
 - iii. Other documentation for verification purposes (registration receipts for payments do not verify attendance)

4. Employees providing professional development sessions may be given equal hours of DMA credit for preparation of the session if the preparation occurs outside of the regularly scheduled workday (i.e., a 4-hour session will earn the presenter an additional 4 hours for preparation, totaling 8 hours). Preparation hours will be given once for sessions that are repeated in a school year.
5. DMA credit will be awarded in half hour increments only.
6. Sponsoring a student teacher or intern will fulfill the 8-hour requirements for DMA credit. One hour per week will be granted.
7. Coaches may only earn up to 4 hours of credit through coaching schools, conferences, clinics or bus driver certification courses per year with proper documentation.
8. College credit from an accredited program that relates directly to current assignment or the employee's own professional growth in the field of education will earn 3 hours of DMA per each hour of college credit. Credit will only be given for passing grades.
9. Site-Based Decision Making teams and the District Student Improvement Council team will be awarded DMA credit. Credit for the SBDMT will be awarded to members or employees that substitute for other members.
10. Employees who are enrolled in an Alternative Certification Program may apply for DMA credit for sessions conducted outside of the regularly scheduled workday.
11. Credit for online coursework will be awarded based on the credit specified on the course certificate. The coursework should be completed outside of the regularly scheduled workday and directly relate to current assignment or employees own professional growth in the field of education.
12. Paraprofessionals are encouraged to obtain 8 hours of professional development relating directly to their current assignment to be used in exchange for the district compensation day.

Checklist for DMA Credit

Employees should use this checklist only as a guide to earning DMA credit. It is the employee's responsibility to follow the regulations and policy as prescribed.

1. Prior approval is received.
2. Session relates to current assignment of professional growth in education.
3. Session reflects campus, department, or district priorities
4. Session is provided by an approved/accredited entity or by appropriate job related coursework.
5. Attendance is completed off contract time or using a state personal day, non-work day, or vacation day and is approved prior to the date of the session.
6. Proper documentation is completed.
7. DMA credit is requested in half-hour increments.

Examples of Activities that DO NOT Constitute DMA Credit for Staff Development:

Baby-sitting	Working in concession stands, carnivals, fairs, etc.
Parent Conferencing	PTA or PTO meetings
Parent Nights (ie: Math Night, Science Night, College Night, Open House etc.)	ARDs
Faculty Meetings	Board meetings (unless presenting)
Duties for which employees are paid a stipend	Working at athletic coaching events
Judging contests	Chaperoning or supervising a group of students
Driving a bus to an event	Participating in or being present for physicals
Keeping students before or after school	Community volunteering
Student orientation	Other determinations by Director of Staff Development.
Duties assigned at school for the purpose of supervision (bus ramps, halls, cafeteria duty, etc.	