



ADMINISTRATIVE PROCEDURE

TEACHING IN SCHOOL SYSTEM SPONSORED PROGRAMS IN ADDITION TO ONE'S REGULAR ASSIGNMENT

4130.1

Procedure No.

September 1, 2004

Date

- I. **PURPOSE:** To define criteria and provide procedures for authorized professional personnel to perform teaching services in Prince George's County public Schools programs in addition to their regular responsibilities.
- II. **BACKGROUND:** There is a continuing need for qualified professional personnel to perform teaching duties in Professional Development, Evening High School, and Adult Education Programs. Eleven and twelve-month professional personnel are not authorized to teach in the Evening High School or Adult Education Programs. All assignments of eleven or twelve-month professional personnel to teach in a Professional Development Program are scheduled as part of their regular responsibilities. Where appropriate, the reporting time for the workday may be adjusted. These procedures specify the necessary conditions for employing ten-month professional employees to perform teaching duties in addition to their regular responsibilities.
- III. **DEFINITIONS:** The following definitions apply to the content of these Administrative Procedures:
- A. **Professional Development Programs:** Activities sponsored by an area administrative office and/or the Department of Professional Development, which are designed to orient professional staff to programs of instruction, or designed to increase to specific competencies or understandings of staff members.
- B. **Evening High School Programs:** Programs, which will provide individuals with opportunities:
1. To take credit courses which will lead to a high school diploma,
 2. To meet requirements for admission to an institution of higher education, or
 3. To take courses for self-improvement in intellectual, technical and vocational competencies.
- C. **Adult Education Programs:** Programs providing instruction to adults who are not enrolled in a regular program below college level. Courses are offered in the areas of vocational education, general interest, apprenticeship and remedial skill development.
- IV. **PROCEDURES:** These procedures apply to all ten-month professional personnel employed to teach in the Professional Development, Evening School, or Adult



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Education Programs, in addition to their regular responsibilities, and after a normal school day.

A. Persons Eligible:

1. Professional Development Programs – All ten-month professional employees are eligible for additional employment as teachers in Professional Development Programs, after the normal school day.
2. Evening High School Programs – qualified ten-month professional employees.
3. Adult Education Programs
 - a. All qualified ten-month professional employees.
 - b. All qualified Board of Education classified employees.
 - c. Qualified individuals who have appropriate experience.

B. Processing Teaching Applications:

1. Professional Development Programs.
 - a. Eligible ten-month professional employees who wish to teach in a Professional Development Program for the school system should address a request to the appropriate Chief Administrator.
 - b. Those requests, which are endorsed by the Chief Administrator as being appropriate will be forwarded to the Department of Professional Development.
 - c. Personnel from the Department of Professional Development and/or the supervisor of the curriculum area which would sponsor the workshop, will work with the professional employee in determining if the program should be offered, the conditions under which it would be offered, approve the workshop design and materials to be utilized.
 - d. All workshops must be conducted within the guidelines of the Department of Professional Development.



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2. Evening High School – All teacher applications must be submitted to the Supervisor of Evening High School within published deadlines and on appropriate forms.
 3. Adult Education Programs – All teacher applications must be submitted to the Supervisor of Adult Education within published deadlines and on the appropriate forms.
- C. Payment for Services Rendered – Payment for teaching in Professional Development Programs will be made after the course has been completed. Payment for teaching in Evening High School and Adult Education Programs will be on a bi-weekly basis.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Academic Officer and will be updated as necessary.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4130.1, dated May 3, 1979.
- VIII. **EFFECTIVE DATE:** September 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

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