



Aledo ISD Flex Days Guidelines 2021-2022

WHAT ARE FLEX DAYS?

Flex days provide a way to exchange District required Professional Learning time for 3 designated contract days in which the District is closed during the school year. The three days are “compensation” for attendance and participation in training sessions that occur during off-contract time. Given these parameters, “flex day” credit will not be given for training that occurs during regular contract time. Accumulation of the three flex days (April 15, May 31, June 1, 2022) begins June 3, 2021 and ends March 31, 2022.

GENERAL INFORMATION

ALL PROFESSIONAL EXEMPT STAFF MUST complete a minimum of 18 hours of Professional Learning. These days are applied to each employee’s scheduled work calendar.

LATE HIRES Schedule to be determined by Assistant Superintendent of Curriculum & Instruction and Principal.

PART-TIME STAFF Employees who work less than 20 hours must complete 9 hours Professional Learning. Employees who work 20 hours or more must complete 18 hours Professional Learning.

EXCLUDED EMPLOYEES: Paraprofessional, Substitutes, Maintenance, Technology, Transportation, and Child Nutrition employees are excluded from flex day requirement.

PROFESSIONAL STAFF must complete the [Flex Days Request Form](#) for any professional learning that occurs outside of Aledo ISD and have approval from the principal prior to registering for and/or attending any session(s).

- If an employee is receiving compensation from any source for attending/presenting, the activity is not eligible for flex day credit.
- Leave days cannot be used to attend Professional Learning for flex day credit.
- Employees who do not complete the 18 hours by March 31, 2022, will have a reduction in pay at their daily rate, dependent upon how many hours are verified as complete.
- Payroll deduction will be in the June paycheck.

Professional Learning for flex days **MUST**:

- Relate to the current teaching assignment, area of content certification, technology, and/or District initiatives.
- Occur on non-duty days, or outside of normal duty work hours between June 3, 2021 and March 31, 2022

Professional Learning for flex days **DOES NOT APPLY** to:

- Bus driver training school, CPR training, AED training, TBSI, CPI training, team planning, site based meetings, or compliance trainings (sexual harassment, child abuse, etc.)

Credit May Be Given for (with Principal pre-approval):

- On-line / virtual staff development (If it is not district provided training, then it must be approved by campus principal, see specifications below)
- Weekend conferences and conferences off contract time
- Summer training sessions in and out of district
- New Hire required training

- District Just in Time Training (see specifications below)
- Up to 9 hours for book study (see specifications below)
- Up to 6 hours for coaching clinics (see specifications below)
- Up to 6 hours for graduate work that is related to current role (see specifications below)
- Up to 6 hours of presenting a workshop at the district level (see specifications below)

CAMPUS ADMINISTRATORS are responsible for approving and reporting completion of flex days to the Assistant Superintendent of Curriculum & Instruction for campus personnel.

THINGS TO REMEMBER

Flex days must be earned between your last contract day of the 20/21 school year and March 31, 2022.

Flex days CANNOT be carried over from year to year.

Employees who obtain 18 flex credit hours do not report to work on designated flex dates. Employees that do not obtain 18 flex credit hours will have a reduction in pay on the June paycheck.

DISTRICT JUST IN TIME TRAINING

- Just in Time Training may account for flex time if the training occurs outside of normal contract time.
- Staff must register for Just in Time Training (In-Person: Register through Eduphoria / Virtual: Register through Canvas) and credit will be awarded based on completion.

BOOK STUDIES

- Each person may receive up to nine total flex credit hours for participation in one district and one campus book study.
- Six flex credit hours will be granted for participation in one district-wide book study. The district book study will be facilitated by the Curriculum & Instruction Department.
- Three flex credit hours will be granted for participation in one campus book study.
- Approval is required before beginning any campus book studies. Each campus book study requires a two-step approval process from campus administration and the Curriculum & Instruction Department.
 - [Book Study Proposal Form](#)
- A minimum of 10 people are needed to participate in a book study.
- Campus book study groups must engage in guided discussion virtually or in person. Documentation of the Book Study Guided Discussion Form with all participants signing in and a reflective summary of the discussion must be provided by each participant to the facilitator.
- Each Book Study group must have a facilitator who will be responsible for completing the Book Study Guided Discussion Form and submitting the summaries to the Curriculum & Instruction Department.
 - [Book Study Guided Discussion Form](#)
- If all of the above are completed, participants will receive 3 hours of flex credit for a campus book study.
- District-wide book study participants must engage in virtual guided discussion and credit will be granted for participation by the Curriculum & Instruction Department.

COACHING CLINICS

- Coaching and sports clinics may account for a percentage of the 18-hour minimum requirement for content teachers. No more than 6 hours can be earned from Coaching Clinics with a minimum of 12 hours earned from Academic Professional Learning to total the 18-hour requirement.

GRADUATE WORK

- Must be in education field and/or content area.
- Course must be completed/passed with grades available within the flex days date parameters. EXAMPLE: A Spring semester course that finished in May 2022 will NOT be able to count for 2021-2022.
- Transcripts must be submitted with flex day paperwork.
- If all of the above are completed, participants will receive one hour of flex credit per credit hour earned, up to a maximum of 6 hours.

PROFESSIONAL LEARNING INSTRUCTORS

- If an employee is receiving compensation from any source for attending/presenting, the activity is not eligible for flex day credit.
- Presenters who are not paid will receive credit for preparation and presentation time – 1 hour of preparation for each hour of presentation while on non-duty days, or outside of normal duty work hours for a maximum of 6 hours for half-day or 12 hours for full day.
- MUST be pre-approved by the Assistant Superintendent of Curriculum & Instruction.

WEBINARS, ONLINE/DISTANCE LEARNING

- Certificate of participation MUST be awarded by the provider. Participants are responsible to verify that a certificate will be awarded and submit to Principal.
- All 18 hours may be obtained via webinars and/or online/distance learning for the 2021-2022 school year.

2021-2022 FLEX REQUIRED TRAININGS FOR ALL STAFF

All Certified Teachers & Administrators (including Principals/Assistant Principals/Counselors)

- Understanding of Special Programs Yearly Update- 1 hour (*offered virtually during Empower 2021 Summer Learning Academy by Aledo ISD, completed by September 1st, 2021*)
 - [Click here to enroll in course](#)

All Certified Teachers & Administrators (including Principals/Assistant Principals/Counselors)

- 6 Hour GT Yearly Update

All Certified Teachers & Administrators (including Principals/Assistant Principals/Counselors)

- 6 Hour ESL Yearly Update

** All district training will count toward CBE and flex credit. District training will be notated when GT and ESL credit hours will be awarded.*

2021-2022 FLEX REQUIRED TRAININGS FOR NEW TO THE DISTRICT EMPLOYEES

All Core Content Area Teachers & Special Educators

- Co-Teach Training for Quality Inclusive Practices, The Power of Two – 3 hours (*offered virtually during Empower 2021 Summer Learning Academy by Aledo ISD, completed by September 1st, 2021*)
 - [Click here to enroll in course](#)

All Certified Teachers & Administrators (excluding Band, Choir, Theatre Arts, P.E.)

- Technology Integration and Engaging with Blended Learning Training – 6 hours (*offered virtually during Empower 2021 Summer Learning Academy by Aledo ISD, completed by September 1st, 2021*)
 - [Click here to enroll in course](#)

All Certified Teachers & Administrators

- Texas Behavior Support Initiative (TBSI) Training - 3 hours (*offered virtually from TEA, please provide copy of certification if currently certified*)
 - [Click here to enroll in course](#)

All Science Content Area Teachers Grades 5-12

- Argument Driven Inquiry (ADI) Training -- 6 hours (*offered in-person on August 2nd, details will be shared with staff*)

All Social Studies Content Area Teachers Grades 4-12

- Document-Based Questions (DBQ) Training -- 3 hours (*offered in-person on July 27th from 8:30-11:30 or 12:30-3:30 at Aledo Administration Building, email Leslee Barnes lbarnes@aledoisd.org to RSVP*)

All Certified Teachers (excluding Band, Choir, Theatre Arts, P.E.)

- Initial 30 hours in Gifted and Talented (*offered virtually by Region 11 or through Aledo ISD, June 7 – December 17, 2021*)
 - [Click here to view available training opportunities](#)

Where might I look for training that is relevant for my needs?

In addition to training offered by Aledo ISD, another option for obtaining meaningful training is through ESC Region XI.