

January 20, 2009

TO: Chief School Administrators
Charter School Lead Persons
School Principals
County Professional Development Committee Chair
Local Professional Development Committee Chair
School Professional Development Committee Chairs

FROM: Jay Doolan, Ed.D., Assistant Commissioner
Division of Educational Standards and Programs

SUBJECT: Professional Development for Teachers Webinars Two and Three: Support for Local and School Professional Development Committees

In January 2008, the State Board of Education adopted new regulations for professional development delineating a new requirement for school-level professional development committees. The New Jersey Department of Education (the department) is offering a varied slate of training opportunities, including a series of webinars, designed to assist all educators in implementing school-level professional development planning.

The first webinar in the series was conducted on October 29, 2008, and provided information on changes to the regulations for professional development for teachers. Webinars two and three in the series will deal with collaborative planning and professional learning in schools. They may be experienced either “live” by up to 22 registered districts or as a downloaded recording after the live presentation.

Webinar Schedule

Webinar 2: *First Steps Towards Implementing Collaborative Professional Development Planning.* February 2, 2009 at 10:30 to 11:40 a.m.

Topic: The roles and responsibilities of the local and school committees in planning professional development and effective tools to deepen staff’s understanding of how to operationalize collaborative professional learning.

Webinar 3: *Building a Culture of School-Level Collaborations.* February 3, 2009 at 1:30 to 2:40 p.m.

Topic: Supporting a school and district culture of collaboration, shared goals, and student-centered instruction.

Participating in a Live Webinar

You can participate in a live webinar by registering at <http://education.state.nj.us/events/>. The webinars are first come, first served, with a limited capacity of 22 districts. Registration will open **January 20, 2009**. The registered participant must have a headset (earphones and microphone), and the computer used to access the webinar must have the appropriate software (see instructions when registering). Instructions on how to access the webinar will be sent to you upon receipt of your registration.

Viewing a Webinar Download

The recorded webinars, including participants' questions and answers, will be available to download shortly after the live presentations. They may be accessed from the department's web site at www.nj.gov/education/profdev/pd/teacher/.

Other Suggestions for Viewing a Webinar

To get the maximum benefit from each webinar, you are encouraged to view it in teams. For example, you may convene local or school professional development committees or school teams to view the webinar together. Collective viewing of the webinars can be an excellent vehicle for stimulating discussion and collaboration around teaching and learning goals. Because only one computer can access the webinar, if arranging for a team viewing, you may want to project the image and audio to the audience. This can be done when viewing the live or downloaded version. Another suggestion for using the webinar is to design a presentation for local or school-level professional development committees or other teams of educators by customizing the Powerpoint slides available on the web site.

If you have any questions related to the professional development initiative, please email Teachpd@doe.state.nj.us or contact a teacher quality coordinator by calling Victoria Duff (609-292-0189) or Carol Albritton (609-777-4482). The department will continue to send out information to chief school administrators as additional webinars and other opportunities related to collaborative professional learning become available.

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Attachments

c: Members, State Board of Education
Commissioner Lucille E. Davy
Senior Staff
Kim Belin
Sandra Alberti
Marie Barry
Robert Higgins
Janis Jensen
Susanne Ochse
Cathy Pine
Roberta Wohle
Ken Figgs
Eileen Aviss Spedding
Carol Albritton
Victoria B. Duff
Christopher Campisano
Executive County Superintendents
PTSB Members
NJ LEE Group
Garden State Coalition of Schools
Charles Ivory
Gerry Thiers