



**AFT-West Virginia**

**PROFESSIONAL DEVELOPMENT  
&  
PUBLICATIONS**

# PRESENTATIONS & WORKSHOPS

## **TEACHER EMPOWERMENT – FACULTY SENATE INVOLVEMENT IN HIRING RECOMMENDATIONS** P

PowerPoint presentation – approximately one hour with participant questions.

Materials: PowerPoint handout for note taking and a supplementary 4-page handout summarizing the procedures and criteria used are provided to all participants.

During the 2013 session, the Legislature amended provisions for faculty senate involvement in the decision-making processes by empowering faculty senates to have a voice in hiring recommendations. This presentation incorporates applicable law and policies and is designed to encourage teacher participation by providing teachers with a better understanding of the process.

## **SAFE SCHOOLS ACT/CLASSROOM DISCIPLINE** P & SP

Workshop, lecture and general discussion – approximately one hour.

Materials: AFT-WV Safe Schools Act brochure and/or Work Shouldn't Hurt brochure, and New Teachers Survival Kit.

This workshop focuses on applying appropriate consequences for student behavior. Discussions transition from behavior that can be managed through consistent teaching and enforcement of rules and procedures to behavior which warrants more severe consequences as provided under the Safe Schools Act.

## **THE GRIEVANCE PROCEDURE** P, PE & SP

Workshop – approximately one hour with participant questions.

Materials: Workshop Packet – Grievance timetable, grievance form, intervention form, WVPEGB information, etc.

This workshop explains a grievance is an allegation that a specific law, policy, rule, regulation, or agreement has been violated, misapplied, or misinterpreted (not all problems are grievances). It focuses on the following: the process and time lines to file a grievance and appeal unfavorable decisions; the right to intervene on a grievance when the outcome can affect you; the effect of previous cases (case law) on interpretation of law; and how to research cases.

## **LABOR HISTORY** (arranged through WVU Extension – Institute Labor Studies & Research) P, PE & SP

## **PROPER USE OF SOCIAL MEDIA** P, PE & SP

Workshop – approximately one hour.

Materials: Workshop Packet

Social Media for Education Employees - This workshop covers topics resulting from emerging technology, and includes sessions on safety concerns for students; cyber-bullying; security concerns in the classroom, school and on buses for education employees; and privacy, security and professional concerns for education employees.

## **STUDENT DEBT CLINICS** P, PE & SP

Workshop – approximately 90 minutes.

Materials: Workshop Packet, PowerPoint

AFT Student Debt Clinics cover the landscape of free and underused federal programs that help many student loan borrowers lower their monthly payments and, in some cases, even have their debt forgiven. The clinic provides information on how to enroll in Income-Driven Repayment and Public Service Loan Forgiveness programs.

*Please note many additional workshops are available for professionals, service personnel, and public employees upon request. If you are looking for a class or subject matter not listed, please contact AFT-WV. AFT has national trainers who conduct courses/workshops on various subjects – workplace skills, communication, student support, health & safety, etc.*

appropriate for: P – professional educators; SP – service personnel (some classifications specified); PE – public employees

# AFT-WV SUMMER INSTITUTE

*Many AFT Professional Development courses offered at AFT-WV Summer Institute can be adapted and offered as mini-workshops at your worksite. AFT classes are proprietary and may not be reproduced by individuals or organizations without permission from the AFT. Please be advised that WVSSPA trainers do not have the right to repurpose or reproduce AFT professional development resources.*

## **Foundations of Effective Teaching** P & SP (Aides/Paraprofessionals)

This research-based program consists of modules on effective teaching and learning strategies in the classroom. It is geared toward those newer to the profession. Topics include making the physical space of the classroom conducive to learning, the inclusion of technology, effective and innovative lesson plans and classroom management. Participants will collaborate daily with different veteran educators to learn time-tested best practices. This course requires the participant to bring their own technology device (iPad, tablet, smartphone, laptop, etc.)

## **Thinking Mathematics** P & SP (Aides/Paraprofessionals)

Thinking Math is a standards-based, research-based approach to the teaching of mathematics. Teachers who participate in a Thinking Math course will be exposed to a variety of teaching techniques and math strategies that will help students understand math concepts, and will find correlation with the math curriculum adopted in their county/district. Thinking Math was originally developed in 1989 by a team of classroom teachers working with Lauren Resnick and Gaea Leinhardt (University of Pittsburgh), with emphasis on determining the best research on how children learn mathematics, specific to the four basic operations. 10 Principles of Thinking Math were framed based upon these findings, and reinforced by the National Research Council report "Adding it Up: Helping Children Learn Mathematics." Currently aligned with the Common Core State Standards and overlapping with Danielson's Framework, Thinking Math courses provide teachers with practical instructional techniques and a knowledge base that supports the use of such techniques. (k-12)

## **Thinking Math – Train the Trainer Module (invitation only)** P

Thinking Math, AFT's research-based professional development series, provides many strategies for teachers of mathematics. The recently-included correlation with Common Core allows rich discussion around the Standards for Mathematical Practice, and provides strategies that address those standards. This course will prepare participants to become certified AFT Professional Development trainers in the Thinking Math strand.

## **Instructional Strategies That Work** P

This course provides researched-based practical applications of instructional strategies that have been proven to support student learning. Cognitive strategies that foster critical thinking and the transferability of skills are learned. Participants will learn how to evaluate curriculum materials for any content area, organize content for learning, and develop or evaluate scoring guides for student tasks. (All levels, K-12)

## **The School, Family and Community: Supporting Student Learning** P & SP

This course examines research studies in the following areas: Building a Family Learning Environment; Communications; Homework; and School Programs and Practices. The primary function of this course is to help school staff understand how they can assist parents to better support their children as learners. Participants will look at the benefits and challenges of parent involvement and specific ways in which parents and educators can work together to improve classroom performance by students. (All levels, K-12)

## **Beginning Reading Instruction** P & SP (Aides/Paraprofessionals)

This course provides participants with a synthesis of what children should be able to do in the years from approximately the middle of kindergarten to the end of second grade. The module should also be helpful to

teachers who work with older children for whom decoding is inhibiting reading progress. This course is dedicated to the development of improved primary grade reading instruction. At its foundation is the research consensus about reading acquisition and the evidence on what are components of effective beginning reading instruction aligned to that research. (Grades 1-2)

### **Reading Comprehension** *P & SP (Aides/Paraprofessionals)*

This course focuses on research-based theory and exemplary practices that help students acquire strong reading comprehension skills. It will assist educators in understanding how students read, why some students have difficulty learning to read, and how to assist students in overcoming their difficulties throughout all grade levels. Participants will examine, discuss and evaluate strategies ranging from highly explicit instruction to implicit instruction in comprehension. Strategies are presented for increasing student comprehension of both narrative and expository texts. In addition, participants learn how to help students self-monitor comprehension and apply appropriate “fix-up” strategies when comprehension is not achieved. (All levels, K-12)

### **Managing Anti-Social Behavior** *P & SP (Aides/Paraprofessionals)*

This course will provide research and practical application on managing behaviorally-disruptive students in the classroom. Topics include classroom management, rules, room arrangement, cooperative learning, and behavior enhancement

### **Accessible Literacy Framework** *P & SP (Aides/Paraprofessionals)*

How does one provide reading instruction to students with developmental or intellectual disabilities such as autism, cerebral palsy or Down syndrome? ALF is grounded in the premise that reading is at the center of most activities—in and out of school. The essential components of reading instruction—phonological awareness, sound blending, initial phoneme segmentation, letter-sound correspondence, decoding and shared reading—are covered and framed to address emerging literacy needs of students with complex communication needs.

### **Leadership Skills for the 21 Century** *P, PE & SP*

This course is designed for local activists who wish to gain a deeper knowledge of their local organization and the skills to build a strong, proactive local. In this course, participants will focus on the different facets that help create and maintain a successful local. Topics will include organizing, media relations, leadership skills and history and structure. The objective of this course is to empower locals to better serve their members and institutions.

### **Integrating Technology into the Classroom** *P & SP (Aides/Paraprofessionals)*

This course will provide coursework on methods to integrate modern technology tools and applications into the daily curriculum. Participants will engage in activities and discussions about digital tools, communication in the digital age, and using technology to expand their personal learning network. Learn how to bring your classroom into the 21<sup>st</sup> century.

### **Politics & Education** *P & SP*

This course explores the impact that politics has on education policy, and arms participants with strategies to educate policymakers and influence education decisions on both the state and local levels. Discussion will include federal, state and local laws and policies. Participants will also explore the different ways these regulations are passed.

### **Labor History for 21st Century Students & Classrooms** *P, PE & SP*

This course provides participants with a detailed overview of important themes, people, and events in US Labor History from the mid-19th century to the present. The course will instill teachers with the expertise to incorporate these topics into their classrooms not only in social studies, but in a variety of subject areas.

appropriate for: P – professional educators; SP – service personnel (some classifications specified); PE – public employees

Additionally, participants will identify and employ an array of technology tools and resources as they build knowledge in the content area.

### **Local Advocacy in Education** P & SP

This course provides participants with methods to identify issues or specific needs within a district or school community and work collaboratively to develop solutions to address these challenges. Participants will also learn strategies to increase community involvement in solving challenges in the education system. This class would be beneficial for local activists or building representatives.

## **PUBLICATIONS**

*All publications may be copied and distributed freely provided the AFT and/or AFT-WV logo is maintained on the material and no revisions, edits, redactions, deletions, or modifications are made prior to distribution. Our publications are updated frequently; please ensure you have a current copy before reproducing.*

### **NEW TEACHER SURVIVAL KIT** P

A 38-page document that is not only helpful to new teachers, but also seasoned teachers. “Well-managed classrooms do not just happen; they are the result of teachers’ careful planning before the year begins and their deliberate implementation of the plan on the first day of school and thereafter.” This document focuses on 1) arranging and organizing the classroom; 2) establishing and teaching procedures and rules to govern student behavior; 3) monitoring students and consistently applying appropriate consequences; and 4) building parent-teacher partnerships.

### **FACULTY SENATE RECOMMENDATION PROCESS** P

A 4-page document describing the process for a faculty senate to participate in hiring recommendations. The document covers the process, types of hiring committees, hiring criteria, procedures, and other provisions in law and policy.

### **FACULTY SENATE HANDBOOK** P

A 14-page booklet designed to serve as a guide for members of the faculty senate. It does not contain every provision in West Virginia Code, but includes paraphrased and verbatim language from applicable law. Specific law and policy is referenced throughout the booklet and Faculty Senate members are encouraged to review applicable law and policy. The booklet covers the implementation procedures, powers and duties of the faculty senate, duties of officers, Robert’s Rules of Order & Parliamentary Procedure, LSIC’s responsibility to monitor school discipline, and the faculty senate’s participation in hiring recommendations.

### **SHARE MY LESSON** P & SP

The American Federation of Teachers has created SHARE MY LESSON, an online community that allows educators to create and share their best resources and collaborate with their colleagues around the country. Share My Lesson is free access to a huge library of instructional resources and an online community where educators can share, advise, encourage, and inspire each other. All resources on the site have been rated and reviewed by a panel of educators. Materials are tailored to teachers and aides/paraprofessionals. AFT-WV can provide you brochures and flyers describing SHARE MY LESSON, including information on free registration.

### **TEST SMART, TEST SECURE** P & SP

A one-page flyer listing important tips for teachers administering standardized test. Along with the “do” and “don’t” sections, we stress the importance of using good judgment and asking questions in order to not compromise test integrity or one’s professional license.

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**WORK SHOULDN'T HURT** *P & SP*

A 4-page booklet focusing on dealing with disruptions and enforcing school discipline codes to ensure employee and student safety.

**SAFE SCHOOLS ACT** *P & SP*

A 13-page booklet explaining the provisions of the Act, including employee empowerment, bill of rights and responsibilities, LSIC responsibility, principal's authority to suspend, mandatory expulsion, assault and battery on school employees, bomb threats, expulsion hearings, bullying, etc.

**UNDERSTANDING THE WV TEACHER EVALUATION SYSTEM** *P*

A 4-page booklet focusing on progressions, time lines, performance levels, plans for support and improvement, evidence, and recent changes to the system.

**EVALUATION PROCEDURES FOR TEACHERS, PROFESSIONAL SUPPORT PERSONNEL, COUNSELORS, AND COACHES** *P*

A 1-page document containing a table listing employee category/progression; number of evaluations required; evaluation due date; number of observations required; due dates for self-reflection, observations, learning goals; and the evaluation criteria used.

**RIF & TRANSFER** *P & SP*

Various documents are available listing time frames, when posting does not occur, probationary non-rehires, etc.

**Contact your local AFT-WV representative or AFT-West Virginia for available materials for dissemination and/or to schedule a workshop at your school,**

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