

Professional Development Opportunities

Provided by the

Office of Accountability

**Office of School & Youth
Development**

**Office of Teacher Development:
New Teacher Induction**

Winter/Spring Edition 2008

For School Staff



NYC Department of
Education

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Chancellor

New York City Department of Education

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1/2008

We would like to thank our Chancellor, Joel I. Klein, and Deputy Chancellors Kathleen Grimm and Marcia V. Lyles for their support in the production of this catalog. Special acknowledgment goes to Daniel Greenblatt, Christopher Sgarro, and Jim McDermott, for their tireless work compiling, editing, and producing this catalog. Thanks also go to the many individuals in offices across the Department of Education, who contributed material, ideas, and hours of hard work to this project.

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We Value Your Feedback

Our goal in creating this catalog was to create one place where schools could learn about PD offerings provided by the New York City Department of Education. Please tell us how we can make the next version of this catalog more useful for you. If you have any suggestion/comments/ideas, please let us know by e-mailing MarketMaker@schools.nyc.gov

Professional Development Opportunities

Provided by the
Office of Accountability

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For School Staff

Contact Information

General Office Website	http://schools.nyc.gov/schools/accountability/
E-mail Address	OAServiceDesk@schools.nyc.gov
Telephone Number	(212) 374-6646

Registration Instructions

To find out how to register for and purchase a particular professional development session, please refer to the specific instructions provided in the "Presenter/Registration" column for that particular session. This registration information may direct you to e-mail a particular staff member or external partner or to complete an online registration. All of the Office of Accountability professional development offerings are free of charge and will not require a payment.

OFFICE OF ACCOUNTABILITY

The Languages Other Than English (LOTE) Exam

This presentation will include a PowerPoint describing the LOTE Exam, students eligible to take the LOTE, and the new LOTE requirement for the Regents Diploma. Second Language Proficiency Exam requirements will also be reviewed, as well as special situations that may occur and how to award credit to students in these situations. In addition, there will be a discussion regarding the addition of new LOTE Exams and instructions for schools wanting to serve as a hub for the LOTE Exam. Information on the upcoming LOTE Exam ordering and site locations will also be provided.

1-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: High School Administrators
Grade Level: 9-12
Facilitator(s): Luz Solomita & Rita Magier
Start Date(s): 2/26
Time: 8:30 AM–11:30 AM
Location: Brooklyn
180 Remsen St 11201
Cost: Free
To Register: lsolomi@schools.nyc.gov

Appropriate Provision of Testing Accommodations

This presentation will review protocols for schools to follow regarding the appropriate use of testing accommodations and procedures for students with disabilities, students who have been decertified from Special Education with test accommodations, and general education students with 504 plans. In addition, this session will provide recommendations for scheduling test administration in schools that have a large number of students with testing accommodations. The audience will be made aware of all possible test accommodations and become skilled in their implementation.

1-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: School Test Coordinators/APs
Grade Level: 3-12
Facilitator(s): Louise Smith
Start Date(s): 2/29
Time: 8:30 AM–12:00 PM
Location: Brooklyn
Cost: Free
To Register: lsmith2@schools.nyc.gov

Managing Research in Your Building

The session will familiarize principals with the procedures for researchers who want to conduct studies in the NYC public schools. The goal of the session will be to help principals manage any research projects or evaluations taking place in their buildings and to ensure that they are aware of important issues like human subject protections.

1-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: Principals, APs, Other Administrators
Grade Level: PreK-12
Facilitator(s): Thomas Gold, Ph.D., & John Humins, Ph.D.
Start Date(s): 4/10
Time: 9:00 AM–12:00 PM
Location: TBD
Cost: Free
To Register: JHumins@schools.nyc.gov

LAB-R and Spanish LAB Test Administration PD

This presentation will review the current diagnostic trends in determining if a student is in need of ESL/Bilingual services, as well as the procedures for the identification and placement of new English Language Learners (ELLs). In addition, there will be a discussion on interpreting cut scores to determine proficiency on the LAB-R Exam. A member of the Office of Accountability will also outline LAB administration procedures, the bubbling of LAB answer documents, the packaging of exams and LAB-R Assessment Memorandum.

1-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: Test Coordinators, ESL/Bilingual Teachers
Grade Level: K-12
Facilitator(s): Jose Garcia & Luz Solomita
Start Date(s): 4/11
Time: 8:30 AM–11:30 AM
Location: Brooklyn
Cost: Free
To Register: jgarcia17@schools.nyc.gov

Professional Development Opportunities

Provided by the
Office of School and Youth
Development (OSYD)

Winter/Spring Edition 2008
For School Staff

Contact Information

Contact Information

General Office Web Site	http://erceo.nycenet.edu/index.asp
E-mail Address	ccuttle@schools.nyc.gov
Telephone Number	(212) 374-6834

Registration Instructions

Each professional development opportunity provided by the Office of School and Youth Development lists a contact person and e-mail address. If you have questions about or wish to register for a specific workshop, series of workshops, or course, please e-mail the contact person. To be registered to attend, you must provide in your e-mail the following information: your name as it appears in the DOE directory, your school and borough, and the title and date(s) of the professional development opportunity you wish to attend. Your registration will be confirmed by a return e-mail, which will include the site of the professional development if it is not already listed in the catalog. Registration is required for all professional development as the number of seats in each workshop is limited and materials need to be prepared in advance for each participant.

Professional Development Calendar: Office of School and Youth Development (OSYD)

The courses in this calendar are listed below by title, date, and location, along with the catalog page number where you may find a description.

Guided Discipline Institute	9
2/9 TBD-Manhattan	
3/29 TBD-Manhattan	
Negotiation Skills: 30-Hour, 6-Day Certificate Course	9
3/8 TBD-Manhattan	
Peer Mediation: 30-Hour, 6-Day Certificate Course.....	9
3/8 TBD-Manhattan	
Life Space Crisis Intervention.....	9
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4/18 Staten Island	
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Mandated Responsibilities	10
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4/9 Queens	
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Attendance Teacher Overview & Procedure Review 11	
2/27 Queens	
3/31 Queens	
4/17 Queens	
5/9 Queens	
6/9 Queens	
Attendance Improvement Overview for Network Leaders.....	11
3/7 Queens	
4/28 Queens	

OFFICE OF SCHOOL AND YOUTH DEVELOPMENT (OSYD)

Guided Discipline Institute

Participants in the four-day Guided Discipline Institute will learn effective classroom management protocols, strategies, and skills for their daily work with students, especially those who exhibit challenging behaviors. This professional development is valuable for all classroom teachers, especially those who are relatively new educators.

4-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: Middle & High School Classroom Teachers
Grade Level: 6-12
Facilitator(s): Varied
Start Date(s): 2/9, 3/29
Time: 8:45 AM–3:00 PM
Location: TBD-Manhattan
Register for location
Cost: Free
To Register: ccuttle@schools.nyc.gov

Negotiation Skills

Negotiation Skills is a 30-hour, six-day certificate course for middle and high school teachers, counselors, and deans that will be offered once in the Spring 2008 semester on March 8, 15, 29, April 5, 12, and May 3 in Manhattan. Attendance is required at all six sessions. Teachers and counselors will return to their schools prepared to teach a negotiation skills class or series of workshops and may also choose to train students to be peer educators who provide conflict resolution workshops to their peers. All participants will learn negotiation skills and strategies that can be used in daily interactions with students, colleagues, and parents.

6-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: Teachers, Counselors, Deans, APs
Grade Level: 6-10
Facilitator(s): Adele Martin
Start Date(s): 3/8
Time: 8:30 AM–3:00 PM
Location: TBD-Manhattan
Register for location
Cost: Free
To Register: ccuttle@schools.nyc.gov

Peer Mediation: 30-hour, 6-Day Certificate Course

Peer Mediation is a course for middle and high school teachers that will be offered once in the Spring 2008 semester on March 8, 15, 29, April 5, 12, and May 3 in Manhattan. Attendance is required at all six sessions. Culture/respect for diversity is a significant component in the training. Teachers are trained to return to their schools to establish a peer mediation program by training students to be peer mediators and supervising student peer mediators as they conduct mediations.

6-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: Teachers
Grade Level: 6-12
Facilitator(s): Steve Resnick
Start Date(s): 3/8
Time: 8:30 AM–3:00 PM
Location: TBD-Manhattan
Must register for location
Cost: Free
To Register: ccuttle@schools.nyc.gov

Life Space Crisis Intervention

Life Space Crisis Intervention (LSCI) is a six-day, 30-hour national certificate course that teaches a therapeutic, verbal strategy based on the belief that the crisis is the "teachable moment." Participants in this course (which can be taken for 3 graduate credits) learn a specific set of strategies and techniques they can use with students to defuse a problem situation. LSCI provides explicit strategies for working with students who escalate incidents into no-win power struggles; engage in destructive peer relationships; show little conscience for aggressive behavior; lack social skills; distort reality; and are self-abusive. It is especially effective with students who repeatedly fail to adhere to the Discipline Code with the goal of helping such students change their repetitive patterns of self-defeating behavior. The LSCI course will be held March 8, 15, 29, April 5, 12, and May 3. Attendance is required at all six sessions.

6-DAY PD OCCURS ONLY ONCE. SEE DETAILS BELOW.

Target Audience: Teachers, Counselors, Deans, APs, Social Workers
Grade Level: 1-12
Facilitator(s): Carol Dawson
Start Date(s): 3/8
Time: 8:30 AM–3:15 PM
Location: TBD-Manhattan
Must register for location
Cost: Free
To Register: cdawson@schools.nyc.gov

Building Effective Partnerships with Community Based Organizations

This interactive workshop will address how to design and plan new programs with community-based organizations (CBOs), improve existing CBO programs, and develop thriving partnerships with CBOs. We will also discuss how to identify the right organization to meet your school's needs, how to fund CBO services, how to work with more than one CBO in your school, and how to create an action plan for implementing effective services.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: Principals, APs, Guidance Counselors, COSAs
Grade Level: PreK-12
Facilitator(s): Danielle DiMare, Director of School & CBO Partnerships
Start Date(s): 2/26, 3/28
Time: 9:30 AM–12:00 PM
Location: TBD-Manhattan
Register for location
Cost: Free
To Register: ddimare3@schools.nyc.gov

Issuing Working Papers

Training on the issuance of working papers.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: School staff responsible for issuing working papers
Grade Level: 7-12
Facilitator(s): Lydia Freeman
Start Date(s): 2/7, 2/12
Time: 9:00 AM–11:00 AM
Location: Brooklyn
131 Livingston St 11201
Cost: Free
To Register: lfreema@schools.nyc.gov

ATS Training for ISC Application Support Liaisons

This session for ISC ASLs will review ATS training procedures and ATS functions for school staff including pupil accounting secretaries and guidance counselors. This session will provide hands-on training for all participants and will be interactive.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: ISC ASLs
Grade Level: PreK-12
Facilitator(s): Florry Shadletsky
Start Date(s): 2/26, 2/28, 3/4, 3/11, 4/18, 5/22
Time: 9:00 AM–12:00 PM
Location: Staten Island
715 Ocean Terrace 10301
Cost: Free
To Register: rwinste@schools.nyc.gov

Mandated Responsibilities

This session will give an overview of requirements pertaining to Attendance, Child Abuse Prevention, Home Schooling, and Prevention and Intervention programs.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: ISC Staff
Grade Level: PreK-12
Facilitator(s): Lilian Garelick & Joshua Marquez
Start Date(s): 2/26, 3/21, 4/9, 5/7
Time: 9:00 AM–12:00 PM
Location: Queens
28-11 Queens Plaza North,
Long Island City 11101
Cost: Free
To Register: rwinste@schools.nyc.gov

OSYD (continued)

Attendance Teacher Overview & Procedure Review

This three-hour session—(AM Session 9 AM-12 PM and PM Session 1-4 PM) for attendance teachers will provide information on attendance investigations, discharge procedures, planning interviews and Chancellor's Regulations on Attendance.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: Attendance Teachers
Grade Level: PreK-12
Facilitator(s): Joel Hamberger
Start Date(s): 2/2, 3/31, 4/17, 5/9, 6/9
Time: 9:00 AM–12:00 PM; 1:00–4:00 PM
Location: Queens
28-11 Queens Plaza North
Long Island City 11101
Cost: Free
To Register: rwinste@schools.nyc.gov

Attendance Improvement Overview for Network Leaders

This session will provide network leaders with suggestions and recommendations for developing methodologies to improve attendance for schools in their networks. Topics of discussion will include the effective use of staff to facilitate improved outreach, attendance improvement tips, and an overview of informational reports for tracking attendance and progress. Participants will have an opportunity to ask questions and discuss issues impacting attendance in their networks.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: Network Leaders
Grade Level: PreK-12
Facilitator(s): Lilian Garelick
Start Date(s): 3/7, 4/28
Time: 9:00 AM–12:00 PM
Location: Queens
28-11 Queens Plaza North
Long Island City 11101
Cost: Free
To Register: rwinste@schools.nyc.gov

Professional Development Opportunities

Provided by the

Office of Teacher Development: New
Teacher Induction

Winter/Spring Edition 2008

For School Staff

Contact Information

General Office Web Site:

<http://schools.nyc.gov/Offices/TeachLearn/OfficeCurriculumProfessionalDevelopment/NewTeacherInduction/default.htm>

E-mail Address

Fking@schools.nyc.gov

Telephone Number

(212) 374-0555

Registration Instructions

To register for the courses offered by the Office of New Teacher Induction in this catalog. Please visit <http://pd.nycoit.org>

The registration information will direct you to our selection of professional development courses. All of the Office of New Teacher Induction professional development offerings are free of charge and will not require a payment.

Professional Development Calendar: Office Teacher Development: New Teacher Induction

The courses in this calendar are listed below by title, date, and location, along with the catalog page number where you may find a description.

Introduction to the Professional Teaching Standards for Principals & APs	17
2/13	Queens
2/14	Bronx
3/5	Queens
3/6	Bronx
3/18	Brooklyn
4/8	Brooklyn
4/9	Queens
Advanced Professional Teaching Standards for Principals & APs	17
2/12	Brooklyn
3/4	Brooklyn
3/19	Queens
3/20	Bronx
4/8	Brooklyn
4/10	Bronx
5/8	Bronx
5/13	Brooklyn
5/14	Queens
12-Hour School-Based Mentor Training Session	18
1/5	Manhattan (3-Day)
1/6	Manhattan (3-Day)
1/8	Bronx (6-Day)
1/8	Brooklyn (6-Day)
1/8	Manhattan (6-Day)
1/8	Queens (6-Day)
1/9	Bronx (6-Day)
1/9	Brooklyn (6-Day)
1/9	Manhattan (6-Day)
1/9	Queens (6-Day)
1/10	Bronx (6-Day)
1/10	Brooklyn (6-Day)
1/10	Manhattan (6-Day)
1/10	Queens (6-Day)
1/12	Manhattan (3-Day)
1/13	Manhattan (3-Day)
2/19	Manhattan (3-Day)
3/29	Manhattan (3-Day)
3/30	Manhattan (3-Day)
4/22	Manhattan (3-Day)

**OFFICE OF TEACHER DEVELOPMENT:
NEW TEACHER INDUCTION**

Introduction to the Professional Teaching Standards for Principals & APs

This one-day session will provide participants with an understanding of the Professional Teaching Standards and the Continuum for Teacher Development. After attending the participants will have an opportunity to attend an advanced training session to develop a school action plan for implementation of the Professional Teaching Standards and Continuum for Teacher Development

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: Principals, APs
Grade Level: PreK-12
Facilitator(s): Fred King, Arlene Weinstein, Melvin Thompson
Time: 4:00 PM–6:00 PM
Cost: Free
To Register: <http://pd.nycoit.org>

Location: Queens
45-18 Court Square, Long Island City
11101

Start Date(s): 2/13, 3/5, 4/9

Location: Bronx
2975 Tibbett Ave 10463

Start Date(s): 2/14, 3/6

Location: Brooklyn
131 Livingston St, Room 610, 11201

Start Date(s): 3/18, 4/8

Advanced Professional Teaching Standards for Principals & APs

While the Introductory session provides an overview of the Professional Teaching Standards, the advanced session gives participants an opportunity to explore specific examples of how the PTS can support teacher growth and development. Sample protocols for observations, classroom walk-throughs, goal setting, and coaching are explored. In addition, each participant leaves the session with the beginnings of an action plan to roll out the standards in his/her individual school.

1-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: Principals, APs
Grade Level: PreK-12
Facilitator(s): Fred King, Arlene Weinstein, Melvin Thompson
Time: 4:00 PM–6:00 PM
Cost: Free
To Register: <http://pd.nycoit.org>

Location: Brooklyn
131 Livingston St, Room 610, 11201

Start Date(s): 2/12, 3/4, 4/8, 5/13

Location: Queens
45-18 Court Square, Long Island City
11101

Start Date(s): 3/19, 5/14

Location: Bronx
2975 Tibbett Ave 10463

Start Date(s): 3/20, 4/10, 5/8

**OFFICE OF TEACHER DEVELOPMENT:
NEW TEACHER INDUCTION (continued)**

12-Hour School-Based Mentor Training Session

Providing effective support for new teachers is a critical component for the success of a school community. The focused collegial support that new teachers need to be successful requires training for mentors. This 12-hour course offers school-based mentors professional development around the most effective ways to support their new teacher colleagues. Topics include trust and relationship building, mentor language, mentoring protocols, mentoring tools, adult learning, collection of classroom observational data, non-judgmental feedback, effective questioning techniques, coaching strategies, the professional teaching standards, the phases of new teacher development, and capitalizing on entry points. School-based mentors will receive training rate for participating.

3-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: School-Based Mentors
Grade Level: PreK-12
Facilitator(s): Fred King
Cost: Free
To Register: <http://pd.nycoit.org>
Location: Manhattan UFT
52 Broadway, 19th Floor
Start Date(s): 1/5, 1/6, 1/12, 1/13, 2/19, 3/29, 3/30,
4/22
Time: 9:00 AM–1:00 PM

12-Hour School-Based Mentor Training Session

Providing effective support for new teachers is a critical component for the success of a school community. The focused collegial support that new teachers need to be successful requires training for mentors. This 12-hour course offers school-based mentors professional development around the most effective ways to support their new teacher colleagues. Topics include trust and relationship building, mentor language, mentoring protocols, mentoring tools, adult learning, collection of classroom observational data, non-judgmental feedback, effective questioning techniques, coaching strategies, the professional teaching standards, the phases of new teacher development, and capitalizing on entry points. School-based mentors will receive training rate for participating.

6-DAY PD OCCURS MORE THAN ONCE. SEE DETAILS BELOW.

Target Audience: School-Based Mentors
Grade Level: PreK-12
Facilitator(s): Fred King
Cost: Free
To Register: <http://pd.nycoit.org>
Location: Manhattan UFT, Bronx UFT,
Brooklyn UFT, Queens UFT
Start Date(s): 1/8, 1/9, 1/10
Time: 4:00 PM–6:00 PM