

Lewistown Public Schools

Pupil Instruction Related (PIR) Professional Staff Training Plan



Staff Member: _____ School Year: _____

Lewistown Public Schools believe it is essential to provide the best possible educational environment for its students and staff to learn and grow. A responsive, healthy, and competent staff is a vital part of the overall educational process. Additional training and study are prerequisites if educators are to understand and manage their increased responsibility in a world of expanding knowledge and technology.

Lewistown Public Schools are committed to a staff development program that provides professional growth opportunities for staff to expand those skills which foster an enhanced learning community for our students. As a result, the overall purpose of our school's Staff Development program is to develop strategies and implement techniques which promote excellence in our classrooms.

One component of this effort is the use of two state mandated PIR days specifically designated as teacher state association meetings which are scheduled the third week each October. Professional staff choosing to not attend the state association meetings, as scheduled, may use additional trainings for Optional Teachers' Convention Days (also referred to as PIR Option Days), as approved in advance by the School District.

Professional staff are allowed to choose a combination of the regular state association meetings, Optional Teachers' Convention Days, other pre-approved professional trainings, totaling a minimum of 12 training hours.

- ☐ The regular teacher state association meetings which are scheduled the third week each October.

State Association Meeting Attended: _____

Date(s) Attended: _____ Hours: ☐ 3 hr ☐ 6 hr ☐ 9 hr ☐ 12 hr

- ☐ Other pre-approved Optional Teacher's Convention Days as listed in the previous spring by the School District. Some options may require longer time commitments than the minimum 12 hours required for typical district trainings.

- LPS Provided Summer Institutes (ex: MBI) Hours: ☐ 3 hr ☐ 6 hr ☐ 9 hr ☐ 12 hr

Institute Attended: _____

- Summer Curriculum & Assessment Work (1 day only) Hours: ☐ 3 hr ☐ 6 hr

Specific Building or District Arranged Work & Date: _____

- Montana Coaches Association Convention Hours: ☐ 3 hr ☐ 6 hr ☐ 9 hr ☐ 12 hr

- ☐ Other professional trainings that are District goal-related, have a prior approval of your building principal, meet District's Staff Development Procedures for this school year and occur after an 8 to 4 school day. Attach a copy of the training's description and *agenda* detailing the opportunity.

Name of Training: _____

Date(s) Attended: _____ Hours: ☐ 3 hr ☐ 6 hr ☐ 9 hr ☐ 12 hr

I have shared my choices with my administrator and indicated which PIR or Optional Teacher's Convention Days I attended. I understand this requirement must be completed prior to May 15th to avoid payroll deduction.

Staff Member Signature: _____ Date: _____

Building Administrator Signature: _____ Date: _____

Payroll Office Signature: _____ Date: _____

The teacher and administrator are to keep copies of this form while the original is sent to Lincoln.