



**Peconic Teacher Center
Sponsors
Professional Circles
An Alternative In-service Program**

The Professional Circles program provides teachers with structured time for reflection on their classroom practices. The program empowers teachers to take responsibility for identifying and satisfying their needs for professional growth, and establishes a formal support process for sharing expertise and for problem-solving through group processes.

- Facilitator:** Facilitator is chosen by group.
- Date:** To be determined by group.
- Time:** Any time before or after normal school hours. A total of 15 hours is required.
- Participants:** Teachers may form groups of minimum of **five (5)** to a maximum of ten (10) participants by agreeing upon common interests and needs.
- Location:** To be determined by group.
- Credit:** **Upon Approval** In-service credit will be recommended at the rate of one (1) credit per fifteen (15) hours of instruction.
- Fee:** In-service credit - \$125 per credit, Audit - \$40.00 per credit. Please write check or money order to Peconic Teacher Center and submit with registration form.

Advantages of Professional Circles

- ☞ Professional Circles provide a time for teachers to plan, share and engage in collaborative problem solving, thereby reducing teacher isolation and improving instruction.

Features of Professional Circles

- ☞ They are purposeful and connected to standards and assessments for both teachers and students. Each group identifies and describes the types of changes that might be accomplished.
- ☞ Participants collect and share information that will help them identify activities most beneficial to meeting identified outcomes.
- ☞ Active participation is expected of all participants.

Guidelines for Professional Circles

- ☞ Professional Circles must be tied to the New York State Standards and Assessment.
- ☞ A facilitator must be selected whose tasks will be to maintain focus groups, keep records and attendance, and notify members of dates and of future meetings.
- ☞ A log of all sessions must be kept by facilitator, including dates and times of meetings, attendance, and brief summaries of topics discussed, ideas shared, actions taken, and decisions made.
- ☞ Each participant must submit a personal evaluation of the program upon completion of the Teacher As Reader Circle.
- ☞ Each group will receive up to \$150.00 for expenses associated with the Professional Circle. Original receipts **must** be submitted to the Teacher Center upon completion of the Professional Circle.
- ☞ If your ordering materials there are three ways that can be handled: a) material can be ordered through and delivered to your home school. Then the home school sends the packing slips, a copy of the PO and an invoice to PTC. PTC will then reimburse the home school district, b) you can order materials to be shipped to your home school. You must sign, date and send the packing slips, original invoice and your invoice billing PTC to reimburse you. **Before you or your home school places a order you must contact PTC first with the amounts so a purchase order can be in place before the order. Let the company know you are tax exempt through your home school.** c) materials can be ordered directly through PTC through their PO system. There is a \$150.00 cap on "Professional Circle expenditures".

PLEASE NOTE: MATERIALS CANNOT BE SENT TO A PRIVATE RESIDENCE. Materials must be ordered through one of the three processes described above.

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