

## **KALPA Professional Development Manager®**

### **General Features**

- Records unique and secure Individual Professional Development Plan for each user;
- Records and displays individualized requirements for each user;
- Easy to use with tutorial to assist users in navigating the system;
- Directly downloads PSD data to REP file at Michigan Department of Education;
- Online registration for building/district professional development offerings;
- Facilitates requests for attendance at conference and workshops through the Special Request process;
- Provides staff with advance e-mail reminders of upcoming course requirements;
- Stores individual requirements (New Teacher, etc.) and PDP's for every school year for ongoing, and retrievable, professional development record;
- Includes building NCA and School Improvement goals.

If you need assistance or have questions regarding use of the KALPA PDMS, please contact the Human Resources Office, (248) 537.6038 or [phyllis.fairbairn@avondale.k12.mi.us](mailto:phyllis.fairbairn@avondale.k12.mi.us).



## **Avondale School District**



Guide for Using the



**Professional  
Development Manager®**



Section 1527 of the Michigan State School Code requires that the Avondale School District must provide 30 hours of professional development. Many of these hours have been provided for in the school calendar. These District In-Service days have been placed into your professional development plan for you. You should mark these activities as “Taken” after you have attended.

You should use KALPA to register for and record the professional development activities you engage in during the year to complete the 30 hours of professional development in order to receive credit.

**Guidelines:**

- Does your planned professional development serve the purpose of increasing student learning?
- Does your planned professional development align with your school improvement plan?
- Is your professional development planned, ongoing and intensive?
- Is this activity supported by the district in some way?

Example	Qualify for New Teachers?	Qualify for all Teachers?
Staff Meetings	No	No
Curriculum Development Meetings	Yes	Yes
Study Groups, Action Learning	Yes	Yes
Lesson Study, Study of Student Work	Yes	Yes
Parent-Teacher Conference	No	No
Athletic Coaching Clinics	No	No
Teacher Planning Time	No	No
Team Planning Time (minimum 1 hour)	Yes	Yes
Records Day	No	No
On-Site Workshops or Conferences	Yes	Yes
Sessions Dedicated to Qualifying for NCA Accreditation	Yes	Yes
University or College Credit (if district pays)	Yes	Yes
Mentoring of a New Teacher	Yes	Yes

The **KALPA PDMS**® can be accessed via the Internet by going to the following URL: <http://www.kalpapdms.com/login.asp>

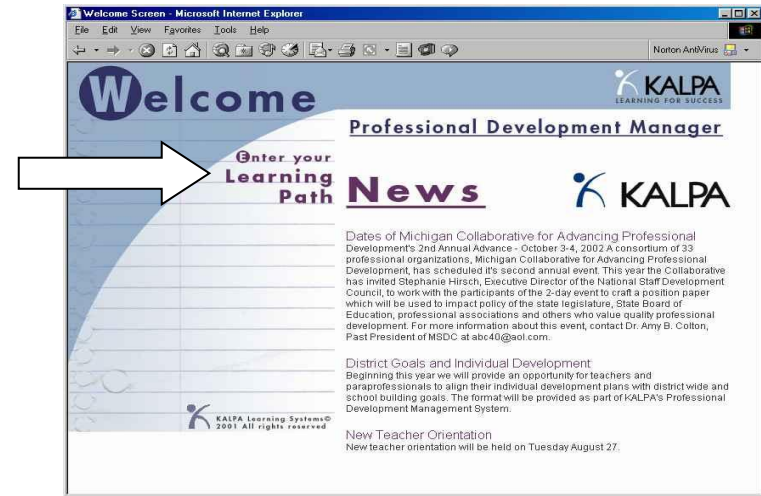
The District ID for the Avondale School District is **63070**. Your login name will be the first part of your Avondale School District e-mail address OR **firstname.lastname**. Your password is the last four digits of your Social Security number.

**For example:**

**District ID: 63070**  
**Login Name: jane.smith**  
**Password: 4321**

Once you enter the Professional Development Manager Welcome Page, you will see a News Bulletin on which important messages will be posted for your convenience.

After reviewing the News, please click on Professional Development Plan and your personal plan will be displayed.



Use the toolbar on the left to access all the Professional Development Manager features. Single-clicking on any linked text ([appears blue and underlined](#)) can access additional detail or additional functions.