

2024 - 2025
Kenmore Staff Development Center



**KENMORE STAFF
DEVELOPMENT CENTER**
Learning · Support · Growth

Instructor Handbook

Our mission is to be responsive to our school population and offer programs that enhance the professionalism of our entire Ken-Ton community.

Our workshop offerings are aligned with district goals and provide our entire staff with opportunities to further their knowledge of learning and instruction. We offer a wide range of workshops targeted toward the social and academic needs of our population of elementary, middle, and high school-age students.

The Kenmore Staff Development Center is a NYSED approved Continuing Teacher and Leader Education (CTLE) provider. [NYS authorized ID 23062]

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We are pleased that you have agreed to offer a workshop through the Kenmore Staff Development Center. Please reference our [☰ 24-25 KSDC Frontline Instructor Tools](#) for managing your roster and workshop attendance. You can view your roster at any time using the instructor tools in Frontline.

Before the Class Begins

- Reach out to participants and remind them of the start date along with any materials they need to purchase.
 - Provide suggested sites with purchase information
 - If online, what LMS you will be using.
 - If in person, location and best way to enter building after hours

Instructor Payment

- Instructor contracts will be emailed the day before the start of a workshop. Only the contract is due back to the Center. Instructor is responsible for taking attendance through Frontline at the end of the course (see tools doc listed above).

Instructors may earn up to \$50 per workshop hour for courses that have 8 or more participants.

- Instructor pay rate for Departments with fewer than 10 members will be determined on a case-by-case basis at the Board or Director's discretion.
- Two Instructor Workshops:
 - Minimum 15 participants (fewer at discretion of Policy Board or Director)
 - \$40/hour/instructor for 15-19 participants
 - \$50/hour/instructor for 20+ participants

Workshop Cancellations

- Workshops with insufficient enrollment will be notified as follows:
 - July 1 to March 1:
 - At 2 weeks prior, Director warns instructor that course may be canceled
 - At 1 week prior, Center cancels under enrolled course
 - March 2 - end of Spring session:
 - Under enrolled courses canceled at discretion of Director

Cycle for Credits

(Monitored by the Center)

- General Workshops may be taken for full credit every 3 years UNLESS the content has been modified. Refer all questions to the Staff Center. If taken within the 3 year cycle, ½ credit will be awarded.
- Technology-Based Courses / Workshops can be retaken for FULL credit after a 2-year cycle. If workshops are taken for the second time in less than 2 years, ½ credit will be awarded.
- Book Study Courses may only be taken once for FULL credit.
 - Participants are able to retake a book study course to deepen their understanding but no credit will be awarded.



Participant Attendance Policies



Registration

You can view and register to the KSDC digital catalog using [Frontline Education](#) - Professional Growth.

You must be registered BEFORE the start of a workshop in order to receive credits. After registering, you have the ability to drop yourself from the workshop in Frontline, click the manage button. Frontline will **NOT notify the instructor that you have dropped**; as a courtesy, IF the course is already underway, please also communicate with the instructor.

Partial Credit Policy

The intention is always that staff complete all credits for a workshop. However, should there be an unanticipated emergency or illness, staff may receive partial credits if they have completed at least 2/3 of the credit hours. The decision for partial credits is made on a case-by-case basis. There is NO partial credit awarded for online/asynchronous classes.

Start Times

Being on time counts. Credits are deducted if participants are more than 15 minutes late or leave 15 or more minutes early.

Workshop Assignments

All workshop required activities must be completed ON TIME. Instructors are under no obligation to give credit for overdue submissions.

Target Audience

Registered participants must be part of the specified audience in a workshop's description in order to receive credits.

Staff who wish to take a workshop but are NOT in the specified audience will need to contact the KSDC for approval to be added to the roster. Only the KSDC staff can enroll someone who is not part of the target audience. ALL REQUESTS FOR OUT-OF-TARGET AUDIENCE MUST BE RECEIVED PRIOR TO A WORKSHOP'S START DATE.

Ken-Ton Staff receives preferential enrollment for all workshops sponsored by the Kenmore Staff Development Center.

Cycle for Credits

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Technology-Based Courses / Workshops can be retaken for FULL credit after a 2-year cycle. If workshops are taken for the second time in less than 2 years, ½ credit will be awarded.”

Book Study Courses may only be taken once for FULL credit. Participants are able to retake a book study course to deepen their understanding but no credit will be awarded.

Check your Portfolio in Frontline

Career credits are accumulated from the beginning of the Summer session to the end of the Spring session of the same school year. (ie. July 1, 2024- May 23, 2025)

Administrators, Teachers (including Teaching Assistants and Term Subs), Per diem Subs, and Support Staff all have different credit requirements. Make sure you have accurate information which can be found in your Contract.

STAFF WHO ARE OUT ON LEAVE WILL NOT BE ELIGIBLE TO TAKE WORKSHOPS FOR CAREER CREDITS.

Instructor Suggestions for Online Workshops

Before the Class Begins

- Reach out to participants and remind them of the start date along with any materials they need to purchase.
 - Provide suggested sites with purchase information
- Provide some sort of syllabus or module outline with a timeline of expected due dates.
 - Consider spreading assignments out throughout the workshop.
 - Incorporate choice when applicable and possible to participants; think of the Engagement Playbook as a tool for creative and differentiated planning
- Let participants know which LMS you will be using (Canvas, Classroom or SeeSaw)
 - Give directions for how participants will meet and interact.
 - Specify the online platform you will use along with any special considerations for logging in. Please provide tips and suggestions of how to navigate the platform; not all staff are versed in these programs!
- Remind all by explicitly stating that coursework and posting should be completed *outside* of the participant's regularly scheduled work time.

During the Workshop

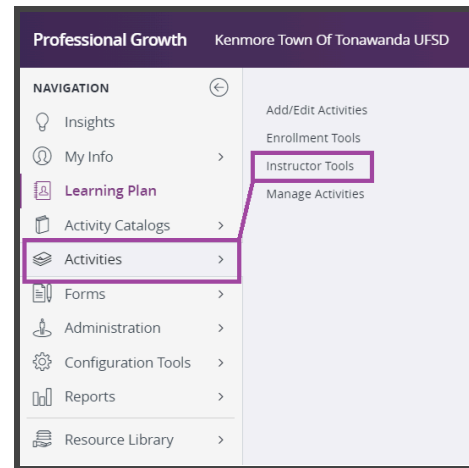
- Maintain a visible presence throughout the workshop.
 - Engage and Interact with participants, use Announcement frequently
 - This might include weekly emails with reminders of upcoming work or other time-sensitive information.
- Provide specific feedback and encouragement for posts or assignments you give.
 - Show participants the posts are appreciated, relevant and helpful.
 - Ask clarification questions - as needed.
- Provide Guided practice
 - Encourage participants to explore new learning while they have your timely feedback; expect them to be specific and targeted with their responses: *How does this learning apply to your job, your classroom?*
 - Consider relevant tasks for them to engage in which correlate with their District roles.

Towards the End of the Workshop

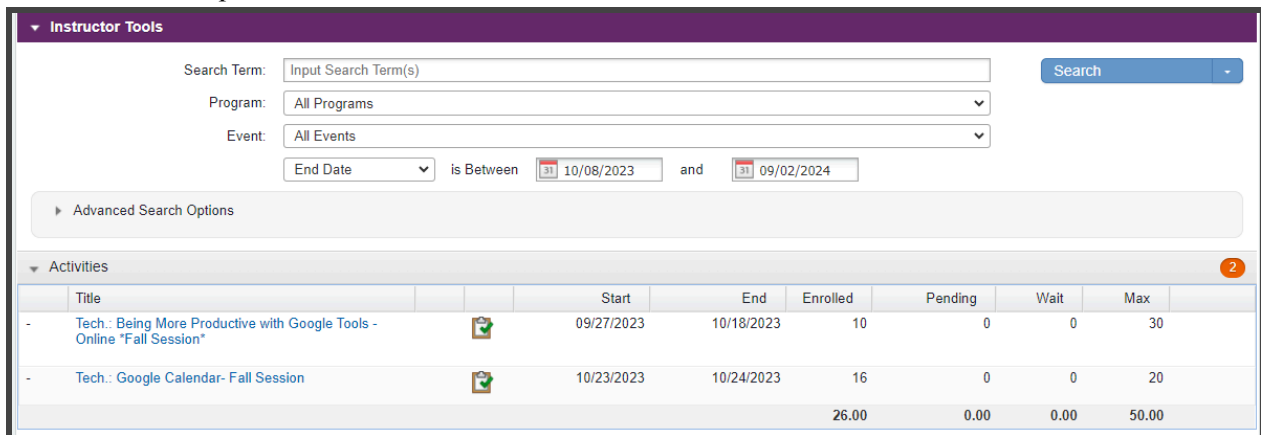
- Ask participants how they plan to use what they learned:
 - What might they do differently?
 - What do they plan to incorporate into their professional practice?

Instructor Login

1. Log into Frontline. Choose Activities and then Instructor Tools



2. A screen opens which has all the upcoming workshops you will teach. Click on the title of a workshop.



Instructor Tools

Search Term: Search

Program: All Programs

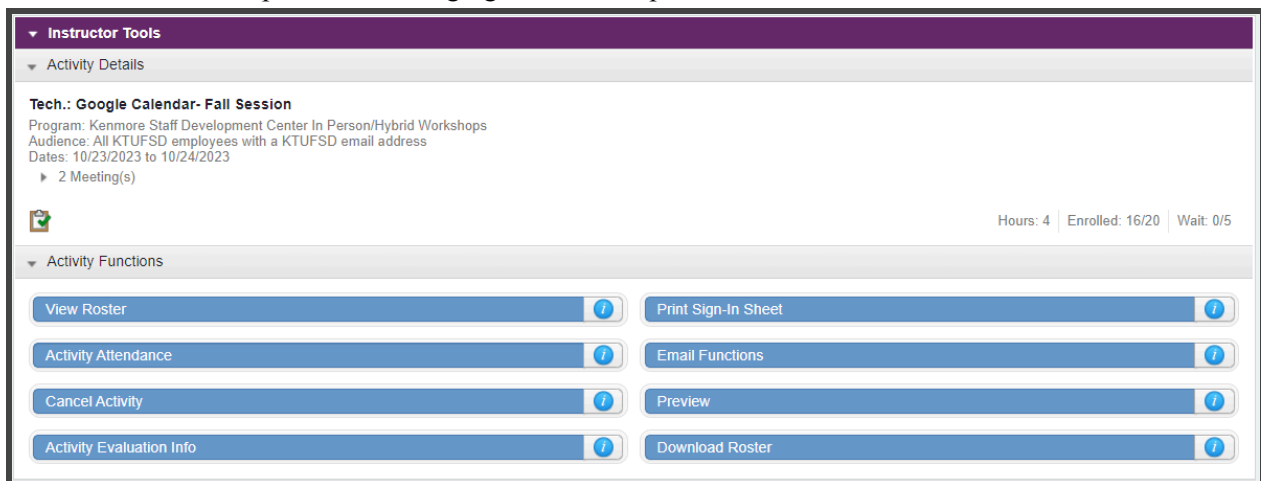
Event: All Events

End Date is Between 10/08/2023 and 09/02/2024

Advanced Search Options

| Title | Start | End | Enrolled | Pending | Wait | Max |
|--|------------|------------|----------|---------|------|-------|
| Tech.: Being More Productive with Google Tools - Online *Fall Session* | 09/27/2023 | 10/18/2023 | 10 | 0 | 0 | 30 |
| Tech.: Google Calendar- Fall Session | 10/23/2023 | 10/24/2023 | 16 | 0 | 0 | 20 |
| | | | 26.00 | 0.00 | 0.00 | 50.00 |

3. After choosing a workshop title you will then view details about your workshop along with several options for managing the workshop.



Instructor Tools

Activity Details

Tech.: Google Calendar- Fall Session

Program: Kenmore Staff Development Center In Person/Hybrid Workshops
Audience: All KTUFSD employees with a KTUFSD email address
Dates: 10/23/2023 to 10/24/2023
2 Meeting(s)

Hours: 4 | Enrolled: 16/20 | Wait: 0/5

Activity Functions

- View Roster
- Print Sign-In Sheet
- Activity Attendance
- Email Functions
- Cancel Activity
- Preview
- Activity Evaluation Info
- Download Roster

The following information reviews each of the blue tabs which appear as Instructor Tools:

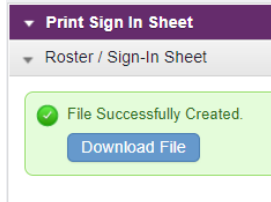
View Roster

- The roster will show an up-to-date list of participants enrolled in the workshop including those potentially on a wait list. People will be able to enroll up to the start date of the workshop and can also cancel their registration up to the end date. It is important to check the enrollment status throughout your workshop, especially if online. Unfortunately, there is no automatic notification option in Frontline for instructors as enrollment changes.

| # | Name | Building | Approval Status | Credits | Hours |
|---|--------------------------|--------------------------|-----------------|---------|-------|
| 1 | Auricchio, Patricia | HOLMES ELEMENTARY SCHOOL | In Progress | 0.00 | 20.00 |
| 2 | Cole, Christopher | FRANKLIN MIDDLE SCHOOL | In Progress | 0.00 | 20.00 |
| 3 | Corigliano, Kathryn | HOOVER MIDDLE SCHOOL | In Progress | 0.00 | 20.00 |
| 4 | DePasquale, Penelope | HOOVER MIDDLE SCHOOL | In Progress | 0.00 | 20.00 |
| 5 | Gillette-Cockerill, Kary | FRANKLIN MIDDLE SCHOOL | In Progress | 0.00 | 20.00 |
| 6 | Glenn, Allison | HOOVER MIDDLE SCHOOL | In Progress | 0.00 | 20.00 |

Print Sign-in Sheet

- Choosing this option will generate a pdf file of your **current** roster as a sign in sheet and remove wait list participants. Although you will be inputting the class attendance into Frontline, for in person classes you should have all sign in and keep the sheet for your records. For online courses, you can use to keep track of hours and completed work.



Confirm Attendance

- Select this function to finalize attendance info after the class has been completed. This option will become available once the workshop is underway; however, an instructor should **ONLY** confirm attendance of participants at the conclusion of the workshop.
 - Review the participant names on the Roster to ensure that everyone who attended the activity is listed.
 - Set the Participants' Status as Completed. Click the checkbox beside participants' names (or click **Check All** at the bottom) to mark an activity status as Attendance Confirmed. The hours will be finalized on each participant's portfolio and a certificate of Certificate of Completion will appear in the record following receipt of the workshop evaluation of the participant.

| | | | | | | | | | |
|----|-------------------------------------|---|-------------|-----|-----|-----|-----|-----|-----|
| 8. | <input checked="" type="checkbox"/> | LEGGETT, KIMBERLY FRANKLIN MIDDLE SCHOOL | In Progress | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |
| 9. | <input checked="" type="checkbox"/> | MADORE, MARTIN FRANKLIN MIDDLE SCHOOL | In Progress | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |

-- Click to Select--

Hours-Aug 24

-- Click to Select--
In Progress

Attendance Confirmed
Denied
No Show

- If needed, you can adjust the hours accordingly. Partial credit should not be permitted.
 -
- As a final step, click the **Save** button.
- Repeat the above steps, as needed, to set a different status for other participants (**denied or no show**).

Email Functions

- **Great tool to use, Frontline will push the message to the participant's email inbox.**
- This function facilitates you to easily send all or selected participants a broadcast email from your catalog area. Review the list of registrants and select email recipients (see below). Note that some names will not be usable. These individuals have not added their email address to their User Profile. Click all registrants that should receive the email message. Select the appropriate boxes if you would like to send a copy of the message to all instructors listed for the activity and/or yourself.

| # | Select | Name; Building | Approval Status | Hours#1 | Hours#2 | Credits#1 | Credits#2 | Evaluation | Submitted | Edit Form |
|----|-------------------------------------|--|-----------------|---------|---------|-----------|-----------|-------------------|-------------------|-----------|
| 1. | <input checked="" type="checkbox"/> | Apple, Mary Ann District Office | Complete | 0.00 | 0.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 2. | <input checked="" type="checkbox"/> | Bailey, Frank District Office | In Progress | 4.00 | 4.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 3. | <input checked="" type="checkbox"/> | Beeler, Meg District Office | In Progress | 4.00 | 4.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 4. | <input type="checkbox"/> | Belmar, Dama District Office | Absent | 5.00 | 5.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 5. | <input type="checkbox"/> | Bennett, Earl District Office | Absent | 5.00 | 5.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 6. | <input checked="" type="checkbox"/> | Berg, Lynn District Office | In Progress | 4.00 | 4.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 7. | <input checked="" type="checkbox"/> | Conkle, Mike District Office | In Progress | 4.00 | 4.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |
| 8. | <input checked="" type="checkbox"/> | Davens, Burt Ivan Dretzky High School | Complete | 5.00 | 5.00 | 0.00 | 0.00 | Form (Incomplete) | 7/5/2013 6:22 pm | [Edit] |
| 9. | <input type="checkbox"/> | Dominique, Park | In Progress | 4.00 | 4.00 | 0.00 | 0.00 | Form (Incomplete) | 7/19/2012 3:15 pm | [Edit] |

To: Selected Users, Instructor(s), Yourself

Subject: Analyzing Student Work Session 2 ← Enter subject of email

Memo: ← Enter message to registrants

- Click the Send Email button when complete.

Activity Evaluation Information

Activity Functions

| | |
|--|-------------------------------------|
| View Roster | Print Sign-In Sheet |
| Activity Attendance | Email Functions |
| Cancel Activity | Preview |
| Activity Evaluation Info | Download Roster |

- All workshops have a KSDC embedded Evaluation form which is mandatory for all participants. Certificates of Completion (finalized hours for the stipend) are only issued after this form has been completed. This link informs you of the number of evaluations which have been submitted. Instructors can view evaluations only when 3 or more have been completed. Participants must go into their own Frontline account to complete the evaluation; after logging into Frontline on their own Learning Plan they can choose the blue Manage button for the workshop and select the form.

Actions

| Evaluation | Type | Responses | Actions |
|---|---------------|-----------|--|
| *2023/24 KSDC PARTICIPANT EVALUATION FORM- Evaluating SDC Course Participants | Activity Eval | 17 | Results Completion Status Delete |

[Return](#)

- After selecting Results, you can read each question individually or you can select “View All” to see all combined responses.
- We encourage you to remind your participants often during and even after the class to complete this evaluation. You will be able to see the number of people who have completed it, but the rest of the results will remain anonymous.

SAMPLE Instructor Contract



Kenmore Staff Development Center
155 Delaware Road - Kenmore, NY 14217
Phone: 716.874.8403, ext. 32600
Mary Lynn H. Bieron, Director
mlbieron@ktufsd.org

KSDC Office Staff Only:

| | |
|-----------------|--|
| To: | |
| Address: | |
| | |
| Phone: | |

| | |
|------------------------|--|
| Workshop Title | |
| Meeting Date(s) | |
| Meeting Time(s) | |
| Location | |

| | | | |
|-------------------------|--|------------------------------|--|
| Day 1 Enrollment | | Total Workshop Hours: | |
|-------------------------|--|------------------------------|--|

KSDC Presenter:

Check the box of the Compensation you wish to receive

| | |
|--------------------------|---|
| <input type="checkbox"/> | Hourly Rate of \$50.00 for a total compensation of \$_____ |
| <input type="checkbox"/> | Career Credits at a rate of ___ credits per hour of instruction (___) credits |

| | |
|--------------------------|---|
| <input type="checkbox"/> | By checking this box, I acknowledge that I have read the policies and procedures in the KSDC Instructor Handbook linked below. I agree to uphold all the KSDC registration, attendance and workshop policies. I will take attendance at every class session and ensure that all records are reported accurately in Frontline. I understand that I will contact the Center with any enrollment or participation concerns that arise. 24-25 KSDC Instructor Handbook |
|--------------------------|---|

In the box below, please type your name or insert a digital signature; no need to reshare, we have access. You may also print, sign then scan or send back to KSDC.

| | |
|--|--|
| | |
|--|--|

Signature



Date

Director, Kenmore Staff Development Center

Date

Sample Participant Evaluation (completed in Frontline)

After every workshop, participants must complete the **ANONYMOUS** evaluation in Frontline. Only when the participant completes the evaluation will the hours be finalized. Presenters are expected to review the responses after each workshop. The Policy Board also uses the feedback for reflection.

| 2024-2025 KSDC Workshop Evaluation | |
|--|--|
| Your responses are ANONYMOUS Although you are logged into your account while submitting this survey, your name and account details are not visible in the results. | |
| Please confirm that you participated in the workshop: | <input type="text" value="--- Click To Select ---"/> |
| Position: | <input type="text" value="--- Click To Select ---"/> |
| What was the main reason you registered for this workshop? | <input type="text"/>  Characters left 2048 |
| Did this workshop meet your expectations? | <input type="radio"/> 1-STRONGLY AGREE <input type="radio"/> 2-AGREE <input type="radio"/> 3-DISAGREE <input type="radio"/> 4-STRONGLY DISAGREE |
| Throughout this workshop, participants were actively engaged with the content, activities and other participants. | <input type="radio"/> 1-STRONGLY AGREE <input type="radio"/> 2-AGREE <input type="radio"/> 3-DISAGREE <input type="radio"/> 4-STRONGLY DISAGREE |
| The Instructor(s) was receptive to participant's questions and concerns; and adjusted instruction if needed. | <input type="radio"/> 1-STRONGLY AGREE <input type="radio"/> 2-AGREE <input type="radio"/> 3-DISAGREE <input type="radio"/> 4-STRONGLY DISAGREE |
| There were a variety of materials and resources supplied (either paper or digital links) to supplement content. | <input type="radio"/> 1-STRONGLY AGREE <input type="radio"/> 2-AGREE <input type="radio"/> 3-DISAGREE <input type="radio"/> 4-STRONGLY DISAGREE |
| During the workshop, feedback was provided to both push the learning and help participants. | <input type="radio"/> 1-STRONGLY AGREE <input type="radio"/> 2-AGREE <input type="radio"/> 3-DISAGREE <input type="radio"/> 4-STRONGLY DISAGREE |
| What suggestions or support do you have to improve this workshop? | <input type="text"/>  Characters left 2048 |
| Would you recommend this course to a colleague? | <input type="radio"/> YES-I CAN'T WAIT TO SHARE WHAT I'VE LEARNED <input type="radio"/> MAYBE-IF SOME OF MY SUGGESTIONS ABOVE ARE CONSIDERED <input type="radio"/> NO-IT WAS NOT WHAT I EXPECTED WHEN I REGISTERED |

Sample Presenter Evaluation (sent by KSDC to each Presenter, once per year)

Once a year, all KSDC Presenters must complete the Instructor Evaluation. The KSDC office will email this Google Form survey directly to each Presenter. The responses are a vital tool for the Center and Policy Board to use to reflect on our operations and policies.

Here are the questions that Presenters are asked:



2024.2025 Instructor Workshop Evaluation

Thank you so much for offering a workshop this year for the Kenmore Staff Development Center. Your feedback is invaluable to the Center and Policy Board. Please take some time to complete this evaluation form.

1. Instructor Last Name, First
2. What was the name(s) of the workshop offered?
Instructors are expected to complete this evaluation once a year, so please list any workshops that ran.
3. What did you learn from teaching workshop(s) this year?
4. Did your participants meet the goals and objectives of the workshop(s)?
What evidence did you observe/collect to support your answer here?
5. What are some of the big takeaways you learned from reading and reflecting on the evaluations your participants completed in Frontline?
For example, are there any areas you would consider doing differently next time? (timing, online platform, content, resources, cost, etc.)
6. How would you describe the level of engagement participants had with the course(s) and with others?
7. **ONLINE WORKSHOPS ONLY:**
What strategies do you find work best for your participants to manage the online course?
8. Will you continue to offer workshops for the Center? Why or Why not?
9. How can the KSDC better support you going forward as a presenter?

Submit