

Effective Instructional Leadership Act (EILA) KRS 156.101

Requirements for Administrator Professional Development

A confusing topic for JCPS district administrators is professional development hours and credit. **There are three types of professional development needed for some district administrators. Those PD types are:**

- 1. JCPS District professional development (24 hours per year)**
- 2. State EILA professional development (21 hours per year)**
- 3. State Evaluator professional development (6 hours per year; 18 hours initial hire)**

Each administrator must earn a total of 24 professional development credit hours per year and 21 state-mandated EILA credit hours.

If you evaluate staff, as part of, or in addition to, the 21 required state EILA hours, 6 Certified Evaluator Credit hours must be achieved as required by state law.

1. JCPS District professional development (24 hours per year)

All JCPS principals, assistant principals, associate principals and counselors are required to complete 24 hours of school-based/district professional development during each school year. These professional development hours are obtained through offerings located at the local school level, before or after the regular school day. These hours do not count for EILA as they are usually taken with teachers or classified staff at the local school or district level.

Each administrator must earn a total of 45 professional development credit hours per year. Of the 45 hours, 21 must be EILA and the remaining 24 may be EILA or “regular” professional development.

There are only two circumstances when an administrator may earn PD hours during the school day. One is the non-flex day and the other is if the professional development is an EILA session.

As for other options for earning credit,

1. Administrators, who attend trainings that occur after the school day at their schools, should always sign-in so their attendance can be marked.
2. If administrators attend any trainings outside their contract year, they should be sure to sign-in and ask for regular PD credit.
3. If administrators attend conference(s) outside their contract year, they could have the schools submit proposals and copies of certificates so that they can receive PD credit.

All questions pertaining to EILA credit should be directed to Tiffeny Gerstner in Human Resources, Administrator Recruitment and Development, 6794.

All questions pertaining to regular professional development credit should be directed to the Gheens Professional Development Office, 3415.

2. State EILA professional development (21 hours per year)

KRS 156.101 (1): The purpose of this section is to encourage and require the maintenance and development of effective instructional leadership in the public schools of the Commonwealth and to recognize that principals, with the assistance of assistant principals, supervisors of instructions, guidance counselors, and directors of special education have the primary responsibility for instructional leadership in the schools to which they are assigned.

EILA participants

All instructional leaders in the District fall under the auspices of the Effective Instructional Leadership Act. An instructional leader is defined as “an employee of the public schools of the Commonwealth employed as a principal, assistant principal, supervisor of instruction, guidance counselor, director of special education, or other administrative position deemed by the Education Professional Standards Board to require an administrative certificate.”

Each JCPS administrator is required to obtain twenty-one (21) hours of state-approved professional development every year. The Human Resources Department of Administrator Recruitment and Development approves all EILA PD for JCPS and submits all programs and hours to the state each year for approval.

EILA PD may occur during the regular administrative day, but school-based PD is not approved for EILA credit. EILA administrative PD must be provided for administrator growth and development and approved in advance for that purpose. Most normally, JCPS assistant superintendents oversee the development of administrative growth and development of principals, APs and associate principals by designing programs for EILA approved credit through HR/ARD.

In addition to participation in approved EILA leadership professional development, JCPS leaders may receive credit for two other activities:

*A total of six (6) hours credit may be awarded for attendance at an educational conference. (A proposal must be submitted and approved in advance of attendance to the conference and an agenda and certification of participation submitted for credit). Approval for conference credit will still require the Request for Conference Credit form to be submitted and approved in advance of conference attendance, a copy of the leader’s Professional Leave form, and (upon approval) a certificate of attendance from the conference. These materials should be submitted to the ARD office and credit will be given to the leader through the pdCentral system.

*A leader shall also receive three (3) hours of credit for service on one KTIP committee or six (6) hours for service on two or more committees. Approval for KTIP committee service will be given after the intern’s last committee meeting. A copy of the final meeting documentation should be sent to the ARD office. Again, credit will be made through the pdCentral system.

3. State Evaluator professional development (6 hours per year; 18 hours initial hire) KRS 156.557: (3c.4) Standards for improving performance of certified school personnel-Criteria for Evaluation: Evaluators shall be trained, tested and approved in accordance with administrative

regulations adopted by the Kentucky Board of Education in the proper techniques for effectively evaluating certified school employees and in the use of the school district evaluation system.

Each JCPS administrator who evaluates certified/classified staff is required by the state to complete 6 hours per year of certified evaluator training provided by the Human Resources Department of Administrator Recruitment and Development. Certified Evaluator Training can count for EILA credit; however, EILA credit cannot count for Certified Evaluator Training credit. Certified Evaluator Training is now offered on-line via JCPS On-Line.

As an additional opportunity to acquire state evaluator certification, KTIP training (6 hrs.) may also be counted as long as it is the state approved KTIP professional development and documentation is provided to our office.

Administrative Retirees

If the leader is employed for 100 days or more in the same position during a school year, the 21 hours must be completed. For example, if a retired administrator is hired and placed in the position of an assistant principal or counselor, the administrator must meet EILA requirements. (Just a reminder that all retired administrators must re-apply each year to HR/ARD for re-employment and must be pre-approved in advance of working).

It is important to note that **EILA hours are separate** from the 24 Professional Development hours also required by the district. Administrators who fall under the EILA requirement are mandated to obtain both EILA and PD credit within on fiscal year.

Proposal Submissions and Credit Approval

Providers of administrative professional development will designate, through pdCentral, if sessions are identified for EILA credit. Those proposals will be reviewed by the HR/ARD office, approved for EILA, given an EILA number, and then sent to the cost center of the provider for final approval.

If you have any questions, please contact:

Tiffeny Gerstner, Director, Human Resources Administrator Recruitment & Development, ext. 6794.