



REQUEST FOR PROPOSAL HANOVER PROFESSIONAL DEVELOPMENT

PROPOSAL FORMS MAY BE FOUND AT:
<http://tinyurl.com/PD-Proposal-Form>

Statement of Purpose	Hanover Schools is seeking effective professional development opportunities for educators to grow and develop in their practice to improve student achievement.
Scope of Work	<p>Professional development providers will be expected to:</p> <ul style="list-style-type: none"> ▶ Submit an outline of course or workshop offering ▶ Complete a Request for Proposal Form: http://tinyurl.com/PD-Proposal-Form ▶ Provide location and times for meeting ▶ Maintain attendance records ▶ Furnish participants with necessary materials and instructional methodology appropriate to the topic and learning needs of the group ▶ Allow for participants to create a product that reflects the essential learning or skills of the professional development offering ▶ Collect feedback from participants about their participation in the professional development offering
Outcome & Performance Standards	Proposals can range from a single session to a full course or study group but must be tied to proficiencies outlined in the Massachusetts Department of Education Standards for High Quality Professional Development. (http://www.doe.mass.edu/pd/standards.html)
Professional Development Points	Both providers and participants may be entitled to PDPs. Generally speaking, participants in school-based activities are given 1 PDP per clock hour. Presenters or trainers are eligible for 2x the number of PDPs for participants for trainings of three or more sessions, but only the first time the training is offered. A “Quick Reference Guide to PDPs” can be found at http://tinyurl.com/HPS-PDP-Guide
Evaluation and Award Process	All professional development proposals are approved by the Assistant Superintendent for Curriculum and Instruction. In addition to the Assistant Superintendent, Hanover Public School district administrators and the Hanover Professional Development Committee may also be part of the proposal evaluation process.
Process Schedule	All professional development proposals are reviewed on a rolling basis as they are received.
Points of Contact for Future Correspondence	<p>Inquiries may be directed to:</p> <p>Professional Development Request for Proposals c/o Deborah St. Ives, Assistant Superintendent for Curriculum and Instruction 188 Broadway Hanover, MA 02339 781.878.0786</p>