# Vector Solutions PD Tracking System for the Oxford School District

# How to Login

# **Generic Password**

You should have been sent a Welcome email with your District ID, Username, and a link to set up your password from your district. If you have not received an invitation email or if you have forgotten your password please click here to receive another invitation email.

To log in to your Vector PD Tracking account please visit our website www.GoTeachPoint.com. On the top right there is a "Login" button.



Upon clicking on the login you will navigate to our screen to enter your District ID, Username and your Password. You could bookmark https://tp1.goteachpoint.com/ to get to the Login screen faster.

 Vector
Solutions <sup>™</sup>

District ID	
Username	
Password	
Sign in	
Difficulty signing in? Click here.	

Stay in the know with Vector Solutions. Visit our blog for Product Insights, Success Stories, and more. We're here to support you too: • 1-866-202-9455x3 (8am-5pm ET) • support.vectorevaluationsplus@vectorsolution

Thanks for your support!

Inspired Leaders. Empowered Teachers. Engaged Students. Reaching their fullest potential.

#### Back to top

### **Forgot Password**

(If you have forgotten your login credentials please click here to receive another invitation email.)

If you are unable to login or receive your email notification it may mean that we have the wrong email address on file or there is an unusual character in your username or password. If you are unable to login please contact your Vector PD Tracking System Administrator.

# PD Tracking Training (For Educators)

Professional Development allows you to schedule, manage, and track all of your PD activities in one location.

# **MY ACTIVITIES TAB**

My Activities stores all of your previous, current and upcoming PD Activities.

To access this page click the Professional Development Icon



The **My Activities** page is the default page you will land on. You will see an overview of the total number of events, hours and credits for all your completed and approved activities.

	Q. Search by name	) ÷ +	My Activities Available Events Ma	nage Events		Flew Licenses (1) Budget Transcript New -
•	Center School (5)     Elizabeth Bennet     Center School     Marianne Dashwood				Q Search by title	Credits: 0.50 Hrs 7.00 PDP
	Center School		▶ <u>Title</u> <u>Type</u>	Location	Date Credits	Status
	Fanny Price Center School		Mid-Year Review of Technology	123	Nov 26, 2020	Pending
	Emma Woodhouse Center School		Emotional Intelligence in the classroom I     Distance Learning Science Experiments	<u>Part 2</u> 123	Nov 5, 2020	Pending
0			<u>Test Event with Evidence</u>	test	Oct 16, 2020	Pending
æ			Fire Safety	Online	Sep 19, 2020 0.50 Hrs	Approved
			First Aid, CPR, and AED Training Certific	ation Health Room	Sep 17, 2020	Pending 💄
			Emotional Intelligence in the Classroom	123	Aug 28, 2020 2 PDP	Approved
			"Opening Day" Back-to-School	Virtual	Aug 25, 2020 3 PDP	Approved
			Back to School Prep	Virtual	Aug 4, 2020 1 PDP	Approved

**Withdrawing from an event:** If you would like to withdraw from activities that you no longer plan on attending or being a waitlisted attendee you have the ability to Withdraw from those events. Click on the event to expand it. Click on the **Withdraw** link.



**NOTE:** Click Current Year toggle to change the filtering of the year you are viewing. The My Activities page displays Current Year by default.

### AVAILABLE EVENTS TAB

- Click on the PD Tracking Icon
- Click **Available Events** to view a list of publicly available Professional Development Activities that anyone can sign up to attend in your district.
- Click on the Enroll link to register for an activity.
- Click the **Current Year** toggle to change the filtering of the year you are viewing Events to sign up for. The Available Events page displays Current Year Events by default.
- In the Available Events page, Waitlist link will appear instead of Signup if the attendee limit is reached.
- Users can click on the status bar to turn off/on for filtering what Available Events you are viewing.

OPEN	PEOLIESTED		WAITI ISTED	EUU I	CLOSED	DECLINED
OPEN 0		1		n n		
U	U		U	U	U	U

**Open:** The event start date is today or in the future.

Enrolled: User is registered for the event.

Waitlisted: User is added to the WaitList.

Full: The event has reached the max attendee capacity.

Closed: The event end date has passed.

My Activities Available Events	Manage Events						New -
	OPEN O	REQUESTED	ENROLLED	WAITLISTED	FULL O	CLOSED 0	DECLINED 0
		Q Search by t	itle	8	Current Year	▼ Sea	arch Filters
▶ <u>Title</u> <u>Type</u>	Loc	ation Date	Credi	its		Status	
Parent and Caregiver Communication	on Mid 101	dle School Feb 1 2021	0, 3 PDF	P		ENRO	LED 💄

#### MANAGE EVENTS TAB

- Manage Events tab allows you to view/manage the progress of the requests that you have submitted or saved as drafts
- Click on the event title under the event column to view the details of your activities.

- Click on the **Delete** link under Actions column to delete any requests and drafts you would like to delete.
- The Activity Status Tabs at top display the total number of activities that are in following stages: Draft, Incomplete, Evaluator Approval, Central Office Review, Accepted, Declined, and Deleted. Please note that Deleted and Declined status tabs are not selected by default so to view the activities under those statuses, click on them to turn them on.

My Acti	ivities	Available Events	Manag	e Events					*	₩ New -
	DRAFT		APPROVE		ACCEPTED			NEEDS APR	OTHER	COMPLETE
		Date Rang	e	Title			Authors		Programs	
		Current Year		Q Search	by title	(	All Authors	•	All Programs	•
Title				Author	Start	Enr Date Ne	olled / Waiting / eed Approval / Declined	Status	,	Actions
• Facin	ng History ar	nd Ourselves		Maia Shibutani	Nov 28, 2	020 1/	0/1/0	Accepted	Del	ete Copy
🔺 Test I	Event with E	Evidence		Meryl Davis	Oct 16, 20	)20 <u>11</u> /	0/11/0	Accepted	F	eedback
• 🗂 <u>B</u>	uilding Resili	iency in Students		Maia Shibutani	Sep 24, 2	020		Pending Approva Evaluator Approval	Del	ete Copy
🛎 🛱 <u>Ba</u>	ack to Scho	ol Prep		Elizabeth Benne	et Aug 4, 20	20 6/	0/0/0	Accepted	<u>Fe</u>	edback
			1	I - 4 of 4 record	5 I4 «4	1 🕨	FI 100 Y			

• You have the ability to enter keywords to search activities by Event name.



- Click check/uncheck to specify the columns that you want to hide vs. display.
- Click Current Year 
   to change and view Upcoming, Last year, Next Year, All years PD Activities.

#### **Un-deleting Events**

Click the Deleted status to turn it on.

- Events shown in red are Events you have deleted
- Click un-delete link in the Actions column to recover the request as a draft and then modify it further to re-submit

# **REQUEST TO ATTEND EVENT**

Users have the ability to **Request to Attend** out-of-district PD Events. According to the default Request to Attend Event program settings requests will go through the following approval process:

**Building Administrators** will review the request. Once your Administrator approves the request it will then be reviewed and approved by the **Central Office.** The attendance and credits will be

assigned to users automatically upon event completion and submission of the Feedback form if credits were offered.

Click on the PD Tracking Ic	on			
Click the     Sew      button				
• Select Request to Attend	Event.			
My Activities Available Events Manage Events Manage Attendance			iii Transcript New	v <b>-</b>
			In-District Professional Development	Ĩ
			Out-of-District Professional Developme	ent
		Q, Search by title	Past PD Credits Submission Form	
Title	Location	Event Date(s) Credits	Status Ty	/pe
23-24 New Teacher Orientation	Oxford High School	Jul 24, 2023 8:00 AM CDT Jul 25, 2023 8:00 AM CDT Jul 26, 2023 8:00 AM CDT	Approved	

- All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s).
- Select your Evaluator for approval.
- Save as Draft or Submit to send the request to your Evaluator for review.
- Confirm that you want to submit the request by clicking the green Yes button.

Confirmation dialog	×
Are you sure you want to submit this request?	

Yes

No

If a request was declined, or returned back to you, check your email, as Central Office may have chosen to provide further information as to why the event was not accepted.

#### **RECORD MY CREDITS**

Users have the ability to **Record My Credits** for out-of-district PD events that they attended. The attendance and credits will be assigned to users automatically. Please note that your district can

customize the Review & Approval and Attendance Verification settings to have a different work-flow than the default program flow described here.



All the required fields in the program approval form should be filled out in order to submit the request successfully. Otherwise, you will receive a warning message to indicate the missing field(s).

Select your Evaluator for approval.

Save as Draft or Submit to send the request to your Evaluator for review. Confirm that you want to submit the request by clicking the green Yes button.

Confirmation dialog		×

Are you sure you want to submit this request?



Uploading your certificate:

- Click on the Upload Certificate button if you would like to upload a certificate to your Record My Credits Event.
- Choose the certificate file (supported file types are jpeg, gif and png) for upload.
- You have the ability to View the Certificate or Delete the Certificate
- Upon clicking View Certificate, a new tab will open. From that window, you have the ability to save the Certificate as a PDF and/or print the certificate if you choose.

# Submitting PD Feedback and Evidence

After a PD event, you will be required to submit feedback and/or evidence. Below is an explanation of each feature and directions on how to submit each.

#### Feedback:

Are a set of questions that OSD has curated in order to gather your feedback on a PD event. This feedback will be visible to presenters, event authors, and administrators.

Feedback is required, you will need to submit in order for your credit to appear on your My Activities tab or transcript.

#### Evidence:

The Oxford School District is requiring that evidence of learning or implementation be presented before credit is awarded for a professional development event. The evidence feature allows for users to attach documentation in the form of Word Documents, PDF, and pictures to be reviewed and approved by the presenter or administrator.

Evidence is required, you will need to submit and have it approved in order for your credit to appear on your My Activities tab or transcript.

#### SUBMITTING FEEDBACK

Once an event has ended, you will be able to submit feedback from your My Activities Tab.

1. Once on your My Activities tab, click on the name of the event that you'd like to submit feedback for. A dropdown should appear with more information about your event

	Meryl Da	avis <del>-</del>				Meryl Davis 👻 🗐	0 🔺
	My Activities Available Events Manage Events				View Licenses (1) B	udget 🗹 Transcript	New -
						Credits:	5.00 PDP
1.					Q Search by title	Current Year	•
	▶ <u>Title</u>	Location	Date	Credits		<u>Status</u>	Type
Ĩ	Distance Learning Science Experiments	302	Oct 16, 2020	1 PDP		Enrolled	<b>.</b>
	<u>Google Classroom Training</u> Author: Gabriella Papadakis     Location: Virtual     Time: Sep 29, 2020 3:00 PM EDT Complete     Details: See below for the training details     1. zoom.com/123589     While signing into the event, please also have yo	Virtual pur Gmail open so v	Sep 29, 2020 we can get started ri	ght away!	Feedback: (O Atte	Pending otional) Add Feedback unlimited atten no waitlist	La dees,
ĩ						Evi	en more
	First Aid, CPR, and AED Training Certification	Health Room	Sep 17, 2020			Pending	-
	Parent/Caregiver Engagement Best Practices	Room 301	Sep 16, 2020			Pending	-
	<u>"Opening Day" Back-to-School</u>	Virtual	Aug 25, 2020	3 PDP		Approved	-
	Back to School Prep	Virtual	Aug 4, 2020	1 PDP		Approved	-

2. In the top right, you will see a green "Add Feedback" button. Click on that and it will bring you to the feedback form.

Note: You will see whether the feedback is optional or required in parenthesis next to the word "feedback"

	Meryl I	Davis 👻			Meryl Davis 👻 🗐 😯 💄
	My Activities Available Events Manage Events				View Licenses (1) Budget Transcript New -
					Credits: 5.00 PDP
					Q Search by title Current Year
	<u>Title</u>	Location	Date	Credits	Status Type
	Distance Learning Science Experiments	302	Oct 16, 2020	1 PDP	Enrolled 💄
	Google Classroom Training     Author: Gabriella Papadakis     Location: Virtual     Time: Sep 29, 2020 3:00 PM EDT Complete     Details: See below for the training details     1. zoom.com/123589     While eigning into the grant places also have	Virtual	Sep 29, 2020	right away	Pending Feedback: (Optional) Add Feedback Attendees: unlimited attendees, no waitlist
	while signing into the event, please also have	your dinal open so	o we can get started	ngni away:	Even more
	First Aid, CPR, and AED Training Certification	Health Room	Sep 17, 2020		Pending
1	Parent/Caregiver Engagement Best Practices	Room 301	Sep 16, 2020		Pending
1	Opening Day" Back-to-School	Virtual	Aug 25, 2020	3 PDP	Approved
1	Back to School Prep	Virtual	Aug 4, 2020	1 PDP	Approved

3. Be sure to click on "Submit Feedback" in the top right once you have completed the questions. You may also add an attachment using the paperclip icon in the bottom left.

	PROFESSION	IAL DEVELOPMENT EVALUATION F	ORM	
PERSONAL INFO	RMATION			
Name:	Meryl Davis	Date:	Oct 15, 2020	
Presenter:		School:	Gilbert Elementary School	
Session Title:	Google Classroom Training	Total Hours:	1.50 Professional Development Points	
COMMENTS -				
Describe how this	training will impact student learning.			
What suggestions	would you make to the presenter to improve the session(s)? mation would you like the presenter to be aware of?			
What suggestions	would you make to the presenter to improve the session(s)? mation would you like the presenter to be aware of?			
What suggestions What positive info Suggestions for fu	would you make to the presenter to improve the session(s)? mation would you like the presenter to be aware of? ture Professional Development offerings:			

Note: Once feedback has been submitted it cannot be edited or revised

### SUBMITTING EVIDENCE

Just like Feedback, you cannot submit Evidence until after the event is over. Use the following steps to submit evidence for approval after an event.

1. Go to your My Activities tab and click on the name of the event so it expands and click on the green "Add Evidence" button

My Activities Available Events	Manage Events		Budget	Transcript New -
		Date Range	Title	
		Current Year	<ul> <li>Q Search by ti</li> </ul>	tle 🙁
Professional 0 Hrs				
• <u>Title</u>	Location	Date Credits		<u>Status</u>
<u>- <u>Iype</u> -</u>				
	456	Aug 28, 2020		Pending
This is the description area				
Location: 456			Feedback:	Add Feedback
Time: Aug 28, 2020	12:00 PM EDT Complete		Evidence:	Add Evidence
			Attendees:	unlimited attendees , no waitlist
				Details

2. A pop-up will appear where you can upload a File, URL, Google Drive File, or Google Drive Link.

Attach files			×
Upload	File	Google Drive File	
Add Link	URL	Google Drive Link	
	*You may sele	ct up to 10 files with max	imal size up to 10 MBs. Video files can be up to 1200 MBs.

Cancel

**\*Note:** If you choose a Google Drive File or Link you will get another pop-up confirming what account you should sign into.

3. Once you choose a file you'd like to submit, you can edit the name of the file and add a description if you'd like.

3. Click "Save" and the screen will change to show you what was attached. If you'd like to add more than just one thing, you can do so by clicking the + sign

		DRAFT <b>0</b>	INCOMPLETE <b>0</b>	APPROVE 0	CO REVIEW	ACCEPTED <b>10</b>	DECLINED	DELETED
						NEEDS APR	OTHER 4	COMPLETE 4
	Title	Autho	or Sta	ert Date /	nrolled / Waiting Need Approval / Declined	Status		Actions
4	High School: 20-21 Policies	TeachPoint Support	Sep 10,	2020 0	/0/0/0	Accepted	De	ete <u>Copy</u>
4	Middle School: 20-21 Policies	TeachPoint Support	Sep 10,	2020 0	/0/0/0	Accepted	De	ete <u>Copy</u>
4	Emotional Intelligence in the Classroom	TeachPoint Support	Sep 9, 2	2020 0	/0/0/0	Accepted	De	ete <u>Copy</u>
4	Zoom, the basics	TeachPoint Support	Sep 8, 2	2020 0	/0/0/0	Accepted	De	ete Copy
4	Elementary School: 20-21 Policies	TeachPoint Support	Sep 2, 2	2020 0	/0/0/0	Accepted	Delete	Copy Feedback
*	Opening Day- Middle School	TeachPoint Support	Aug 28,	2020 0	/0/0/0	Accepted	Delete	Copy Feedback
*	Opening Day	TeachPoint Support	Aug 28,	2020 1	<u>4/0/0/0</u>	Accepted	Cancel (	Copy Feedback
*	Zoom Classroom best practices	TeachPoint Support	Aug 27,	2020 1	4/0/14/0	Accepted	Cancel (	Copy Feedback
-	Top Books of 2020	TeachPoint Support	Aug 25,	2020 1	4/0/14/0 🔺	Accepted	Cancel (	Copy Feedback
4	Emotional Intelligence in the Classroom	Meryl Davis	Aug 19,	2020 0	/0/0/0	Accepted	Delete C	Copy Feedback
	1	- 10 of 10 reco	ords 🛛 🖣 🔫	• 1 •>	<b>I</b> 100	<b>\$</b>		

4. When you have completed uploading the information you'd like, close the popup and everything you have attached will have been saved.

5. Should your approver decline the evidence submitted, you will get an email letting you know. To add more evidence follow the same steps above.

Note: If you'd like to delete a piece of evidence, use the "X" with a circle around it, icon to remove it.

# Requesting to Attend a PD Event (Outside District)

For users that need to request permission to attend a Professional Development course or workshop outside of the Oxford School District, please follow these steps:

• From your **Home Page**, Click the **PD Tracking** icon on the left sidebar.

-H Sol	ictor Evaluations+	E	lizabeth Bennet - Center School			Elizabeth	Bennet 👻 🖂	8
<b>@</b>	My Activities Available Events Vector Training Canvas Courses Manage Ev	vents			View Licenses	(1) Budget	Transcript	New -
4							Credi	ts: None
					Q, Search by title	6	Current Year	-
	Title	Location	Event Date(s)	Assignment Date	Due Date C	redits	Status	Туре
	Cultural Competence and Racial Bias	Vector Training		Jul 31, 2022	Dec 31, 2022		Enrolled	*
	Cyberbullying	Vector Training		Jul 31, 2022	Sep 30, 2022		Enrolled	<u>*</u>
×	School Violence: Identifying & Addressing	Vector Training		Jul 31, 2022	Sep 30, 2022		Enrolled	<u>*</u>
	Welcome Back Presentation	ok	Nov 4, 2022 3:00 PM EDT				Pending	-
.11								
0								
9								
•								

• Click the green "New" button on the top right corner.



- Choose "Out-of-District Professional Development"
- Fill out the form with your required event data.

	Winchester Schools Request to Attend			
*Title:	Social-emotional development	otional user-searchable	e field	
Description:	A workshop on best practices to bring social-emotional learning into the classroom.			©
Schedule Type:	○ Single ● Multiple			
*Location:	Northeastern University			
Credits:	0 Professional Hours 0 In Service hours 0 Graduate Credits 10 Professional Devel	opment Points		
	Credit for: $\ensuremath{}$ whole event $\ensuremath{\bigcirc}$ per time slot attended			
Schedule:	5 Events • Feb 9, 2021 to Feb 9, 2021		Feb 9, 2021	
	Tue, Feb 9, 2021 03:00 PM (1 hr)	Starts	3:00 PM	
	Tue, Feb 16, 2021 03:00 PM (1 hr)	*Ends	Feb 9, 2021	
	Tue, Feb 23, 2021 03:00 PM (1 hr)		4:00 PM	
	Tue, Mar 2, 2021 03:00 PM (1 hr)	Repeat	Every week	
	Tue, Mar 9, 2021 03:00 PM (1 hr)	End	After	
		Litt	5 times	±
		Title:	Social-emotional development	
		The.		
		Location:	Northeastern University	

#### **Event Scheduling:**

If your event occurs throughout multiple dates, you are able to schedule each session within your event details.

- Enter the credits earned for this course
- Select if you must attend the whole event, or if credits are earned per each single time slot.

*	Location:	Northeastern University	
	Credits:	0 Professional Hours 0 In Service hours	0 Graduate Credits 10 Professional Development Points
		Credit for:      whole event      per time slot attended	

- Edit the details for your first session
- Click the + button to add sessions or to remove sessions. Each session can be adjusted as needed.

Schedule:	5 Events • Feb 9, 2021 to Feb 9, 2021	1		Feb 9, 2021
	Tue, Feb 9, 2021 03:00 PM (1 hr)		Starts	3:00 PM
	Tue, Feb 16, 2021 03:00 PM (1 hr)		*Ends	Feb 9, 2021
	Tue, Feb 23, 2021 03:00 PM (1 hr)			4:00 PM
	Tue, Mar 2, 2021 03:00 PM (1 hr)		Repeat	single event in recurring set
	Tue, Mar 9, 2021 03:00 PM (1 hr)			
			Title:	Social-emotional development
			Location:	Northeastern University
			Credits:	defined for whole event
<u>ا</u>	• •			

#### **Repeating Sessions:**

• You also have the ability to create sessions that repeat.

Schedule:	5 Events • Feb 9, 2021 to Feb 9, 2021			Feb 9, 2021	
	Tue, Feb 9, 2021 03:00 PM (1 hr)	-s	Starts	3:00 PM	
	Tue, Feb 16, 2021 03:00 PM (1 hr)	*	Ende	Feb 9, 2021	
	Tue, Feb 23, 2021 03:00 PM (1 hr)		Linus	4:00 PM	
	Tue, Mar 2, 2021 03:00 PM (1 hr)	R	eneat	Every week	
	Tue, Mar 9, 2021 03:00 PM (1 hr)		End	None Every day Every week Every month	Â
		Cre	edits:	Custom Northeastern University defined for whole event	
	•				

• Choose how you'd like the session to repeat. Events can be scheduled to repeat daily, weekly, monthly, or a custom repeat, best used for bi-weekly sessions and similarly dated events.

***	Dec 14, 2022	
Starts	3:00 PM	
*Ends	Dec 14, 2022	
	4:00 PM	
Repeat	None	
	None	
	Every day	
Title:	Every week	
Location:	Every month	
Cradita	Custom	

Frequency: Daily	
Every 1 day(s)	
Cancel	

• Repeating events can end after a specific number of sessions, or on an exact date.

Schedule:	5 Events • Feb 9, 2021 to Feb 9, 2021		Feb 9, 2021
	Tue, Feb 9, 2021 03:00 PM (1 hr)	*Starts	3:00 PM
	Tue, Feb 16, 2021 03:00 PM (1 hr)	*Ends	Feb 9, 2021
	Tue, Feb 23, 2021 03:00 PM (1 hr)		4:00 PM
	Tue, Mar 2, 2021 03:00 PM (1 hr)	Repeat	Every week
	Tue, Mar 9, 2021 03:00 PM (1 hr)	End	After
			5 times
		Title:	Social-emotional development
		Location:	Northeastern University
		Credits:	defined for whole event

• You have the ability to upload attachments to your PD Request, such as flyers, transcripts, and proof of attendance. Attachments may be added to your PD Event. Attachments may include a flyer, receipt, or proof of attendance.

Event Approvals:	Evaluator Approval Select HR Approval Select	
	Administrator approval	
Feedback:	Test for edits Feedback	
Details:	Add Event Details: (rich text, links)	
Add Attachme	nt	۲

#### **Evaluator Approval:**

• You are required to get Supervisor or principal approval for your PD Request, choose their name from the drop-down provided.

Event Approv	ent Approvals:	Select			
		HR Approval			
		Administrator Approval			
Details: Add Event Details (rich text, links)					
Ø	Add Attachme	ent			

• Once you have finished filling out your Request to Attend, you can submit it to your evaluator for approval.

Vector Evaluation	Elizabeth Bennet ▼ Center School	Elizabeth Bennet 👻 🖉	9		
1. Request to Atten	ent Status: DRAFT	Submit Save Draft Cance	el		
	Winchester Schools Request to Attend				
Descri	e: Social-emotional development Course #: Optional use A: A workshop on best practices to bring social-emotional learning into the classroom.	er-searchable field			
Schedule	e: O Single  Multiple				
*Loc Cr	*Location: Northern University Credits: 1 Professional Hours 0 JET 0 In Service hours 0 Graduate Credits 0 Professional Development Points Credit for: O whole event © per time slot attended				
Sch	8:         5 Events + Dec 14, 2022 to Dec 14, 2022           Weid, Dec 14, 2022 03:00 PM (1 hr)           Weid, Dec 21, 2022 03:00 PM (1 hr)           Weid, Dec 20, 2022 03:00 PM (1 hr)           Weid, Jan 11, 2023 03:00 PM (1 hr)           Weid, Jan 11, 2023 03:00 PM (1 hr)	*Starts *Ends Repeat End	Dec 14, 2022 3 00 PM Dec 14, 2022 4 00 PM Every week After 5 times		

If you have any questions, please direct them to Noah Hamilton (<u>nlhamilton@oxfordsd.org</u>), Coordinator of Professional Development/Learning.