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**CERTIFICATED: PROFESSIONAL GROWTH**

It being the intent of the Board of Education to foster improvement of instruction by granting salary increases, in the form of column changes on the salary schedule, to certificated employees for additional professional training and to ensure that additional compensation results in additional teacher competency, the following procedure shall be followed.

1. Each school year, each certificated employee considering additional professional growth training for salary advancement shall discuss and file a Professional Growth Plan with his/her principal.
2. The Professional Growth Plan shall consist of a brief career or goal statement by the employee and should outline any credential, advanced degree or other professional training program which the employee plans to pursue during the year. The goal of such a plan should be to improve competency or to allow for planned growth in a new direction within the profession. Said plan may be amended by the employee at any time.
3. This yearly plan will serve as a guideline for the employee and principal in assessing additional units for salary purposes. Units to be taken for salary purposes must be consistent with the plan.
4. Units forwarded to the Personnel Office for salary credit must have been approved by the principal. In cases of disagreement between the employee and principal as to applicability of specific units to the Professional Growth Plan, the employee shall forward to the Assistant Superintendent/Personnel a copy of said plan and the principal shall forward objections in writing to the Assistant Superintendent/Personnel for review. The Assistant Superintendent/Personnel shall present findings and recommendations to the employee and principal. The employee may, within twenty (20) days of the Assistant Superintendent/Personnel response, request a meeting with the Assistant Superintendent/Personnel and/or appeal the decision to the Professional Growth Committee. If the proposed program is considered by the Committee as sufficient to meet the requirements, it shall report the same in writing to the Superintendent/designee for resolution or for referral to the Board of Education, with its recommendation.
5. The employee shall report the completion of such work to the Personnel Office by September 10 of the year the work is to be counted for salary purposes, or he/she will be held at his/her present salary placement.

Professional Growth Activities are as follows.

1. Upper division or graduate work from an accredited institution requires no approval.
2. Lower division work, if such work is consistent with the annual Professional Growth Plan, contributes materially and directly to the advancement of the employee's proficiency in service to the school and is subject to approval by the Principal.
3. Travel, research or practical work in the field which contributes materially and directly to the advancement of the professional assignment. One training condition may be met by travel (4 units), one by practical work (4 units) and one by research (4 units) during the total period of employment. A total of 12 units maximum is possible.



- a. Staff seeking professional improvement through travel, research or practical work must first receive approval and directions from the Assistant Superintendent/Personnel or the Professional Growth Committee before they are under taken.
  - b. Staff who attend educational conferences outside of regular school hours may receive units providing they pay their expenses to said conference and report, in writing, the educational benefits gained, to make it possible for the Assistant Superintendent/ Personnel or the Professional Growth Committee to act upon and establish fair unit value. Staff who attend an educational conference on a regular teaching day, at District expense, are not eligible to receive unit credit for such attendance.
  - c. Staff who teach in a college or conduct workshops are candidates for growth credits.
  - d. Credit for travel shall not be used for moving across from one class to another.
4. There shall be no limit set on the amount of units that staff may accumulate per year.
5. Units may be received by successfully completing in-service programs, workshops or extension classes established in and by the District. Units for in-service may be used for salary advancement and/or professional growth, with the exception of those granted for travel, which are applicable only to professional growth.
- a. In-service programs shall be established each school semester by the District if interest is shown by a reasonable number of staff members. The District may work cooperatively with local colleges and universities for either workshops or extension classes, or the District may establish its own inservice programs, providing that a minimum of one such class be established each school semester.
  - b. District in-service programs are established along the lines set forth by the Certificated Professional Growth Committee. They are:
    - (1) In-service education credit will be granted on the basis of hours of participation:

Semester Units

12-23 class hours	1 unit
23-35 class hours	2 units
36-47 class hours	3 units
48-59 class hours	4 units

6. For input from the certificated staff in the development and implementation of the educational program of the District, the District has encouraged individuals to contribute their expertise; and Committees have been established to give consideration to assigned projects and/or areas of concern. Significant value has come from such professional involvement, and the work has been a natural part of a teacher's contribution to the students of the District.

There are those very special projects, however, that require time and energy commitments beyond the usual from staff members. These efforts produce results of especially significant value to the District.



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On the basis of especially significant value of the work of an individual or committee to the program of the District, recognition shall be given by the Assistant Superintendent/ Personnel or the Certificated Professional Growth Committee in the granting of in-service credit, upon petition by the individual and/or committee.

Definition of work of especially significant value:

- a. That which is of importance and consequence to the educational program of the District;
- b. That which makes a material contribution, in essence and content, to the total impact of the educational program of the District.

Criteria for granting of in-service credit shall be:

- a. Total number of hours involved, during or after school hours, with determination of number of in-service units based on participation hours.
- b. Assessment of the work of the individual and/or committee as it relates to the total educational program of the District.
- c. Determination of especially significant value in terms of importance and impact.

Areas of consideration may be:

- a. Program development and research;
- b. Curriculum development and research;
- c. In-service
  - (1) District
  - (2) Individual
- d. Any other determined by the certificated Professional Growth Committee as that which meets the established criteria.