

Professional Improvement Program





HR-04

TO: All Certificated Employees and Principals

DATE: November 2011

PREPARED BY:

APPROVED:

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The purpose of this bulletin is to restate the district's policy regarding the details of the district's Professional Improvement Program. Section I outlines in detail the Professional Improvement Program (Section 12.4 of the SCTA Contract) through which certificated personnel may meet salary schedule requirements. Section II outlines the requirements and procedures for filing the appropriate forms to assure salary credits for advancement in the salary schedule. International Standards Organization (ISO) approved forms may be printed from the district's web page (www.scusd.edu) under Human Resources, Current Employees, Professional Development, Professional Improvement (Certificated) OR Human Resources, Documents.

Section I. The Professional Improvement Program

The Board of Education has adopted the master's degree as a goal for the district's career professional personnel, and no plan for professional improvement should substantially detract from the goal. It is expected that the majority of personnel will choose to attain professional improvement by the Professional Improvement Program through which certificated employees may earn salary schedule credits for activities other than formal four-year college and university courses. Salary credits earned through features of this program are not transferable to other districts unless other districts agree to accept them.

A. Basic Assumptions

The district's program for the inservice improvement of its certificated employees is based upon the following basic assumptions:

1. Because pupils and our society need the best educational program available, educators need a plan with incentives to grow professionally.
2. Educators need to continue to grow, to gain new skills, and to vary teaching methods.
3. A program for professional improvement should have many elements other than college training.
4. Educators will work best for professional self-improvement if they design their own individual plan within general guidelines.
5. Efforts to evaluate plans for professional improvement will be supported best if the evaluating group includes peers of the person whose plan is being evaluated.

B. Criteria for Professional Improvement Plan

Any course or professional development activity

4. **Professional Organization Work**

Credit: One semester unit for 32 hours of time expended.

Description: Types of acceptable professional organization work include serving as an elected officer, as a committee chairperson, or as a committee member.

Prior Approval Request: Include office to be held, length of term, estimate of time involved, and type and value of activities to be undertaken. (If it is impracticable to obtain approval prior to election or appointment to an office, committee, or activity, it must be obtained as soon after such election or appointment as possible. Approval cannot be granted more than one year in advance of the work planned.)

Completed Approval Request: Attach report of work accomplished, including office held, length of term, log of actual time spent, types of activities, and an appraisal of the value of the work to the organization, as well as to the individual. Such work shall not have been paid for by the district or the organization, except for reimbursement for

7. **Workshop Attendance**

Credit: One semester unit for 32 hours of time expended. Hours may be accumulated.

10. **Private Study**

Credit: One semester unit for 32 hours of time expended.

Description: Approved private study under a recognized instructor in the employee's area of specialization. The private study course may not be repeated for credit. The

- c. Send all material (including PSL-F035 Professional Improvement Plan Preapproval Application) to Box 770, Human Resource Services.

Teacher will receive a copy of PSL-F035, signed by Human Resource Services, after request has been reviewed and approved.

2. **PSL-F036 Request for Approval of Completed Features of Professional Improvement Plan**

Use the above ISO approved form PSL-F036 to request credit for completed features of

Sample Time Sheet Logs

Date	Time / Hours	Activity	Chairperson Signature
1-21-06	3:00 - 6:00 p.m. 3	Committee meeting	
1-30-06	4:00 - 6:00 p.m. 2	Plan writing	
2-7-06	7:00 - 8:00 p.m. 1	Dinner meeting	
2-27-06	3:00 - 6:00 p.m. 3	Committee meeting	
3-14-06	4:00 - 6:00 p.m. 2	Plan writing	
3-28-06	3:00 - 6:00 p.m. 3	Committee meeting	

Section III. Professional Improvement Credits Through Four-Year Colleges and Universities

S.C.T.A. CONTRACT SECTION 12.4.2

- **Units earned through four-year colleges or universities must be processed through Human Resource Services.**
- Before beginning work on any four-year college or university courses or on any courses sponsored by the District's Curriculum and Instruction Department, prior approval must be obtained by all nonmanagement certificated personnel from their principal (or other administrator responsible for the evaluation of the employee's performance). This approval will be made "on the basis of a plan for the orderly and appropriate professional improvement" of all employees.
- **Teacher submits a written plan for the year to the principal/administrator prior to taking any four-year college or university courses.**
- The plan need not be formally approved by the principal/administrator, but must be on file with Human Resource Services before teacher completes ISO approved form PSL-F039 Professional Training Prior Approval Request.
- **PSL-F039 must be submitted to the appropriate Director, Human Resource Services, Box 770.**
- Official transcripts or grade cards (cannot be handwritten or typed), containing evidence of units, properly stamped with the school seal, should be filed immediately upon completion.

Section IV. Professional Growth for Credentials Earned After 1985

The Education Code requires that any person who received his/her first professional credential after August 31, 1985, completed 150 hours of professional growth for each renewal of that credential. The professional growth must be completed under a plan approved by a professional growth advisor.

The Education Code further requires that employing districts provide all affected personnel with a list of advisors. This district has designated all certificated management employees as advisors. Each certificated employee needing an advisor will be provided with a list of those persons designated by the district. The employee is free to choose any advisor he/she wishes.

The responsibility of the employee is to be familiar with the contents of the California Professional Growth Manual and Article 22, Professional Growth Program Related to the Requirements for Renewal of Clear Teaching Credentials, of the agreement with SCTA.



New Column Program for SCTA Unit Members

During previous contract negotiations with SCTA, the parties agreed to apply a reclassification column (New Column) to the salary schedules of K-12 and Preschool Teachers and Non-Management Specialists Personnel (psychologists, social workers and program specialists). For teachers, the new column on the salary schedule is Class E. For psychologists, the new column on the salary schedule is Class YY. For social workers and program specialists, the new column on the salary schedule is Class ZZ.

Implementation procedures for the New Column Program. Requirements of the New Column Program are set forth in Article 12.2.1.5.2 of the contract. The following documents are attached for your information and use:

Contract language for New Column Program (Article 12.2.1.5.2 of contract).

PSL-F037 Professional Improvement Plan Pre-Approval Application-New Column Program (Appendix C-3 of contract).

PSL-F038 Request for Approval of Completed Features of Professional Improvement Plan-New Column Program (Appendix C-4 of contract).

Procedures for New Column Credit: Credit for the New Column may be earned in fully accredited

Program are different from those in the L-F035) and C-2 (PSL-F036) of the New Column Programs forms for New

Professional Improvement Plan Preapproval Criteria for non-management specialists

Criteria are identical to those for the regular

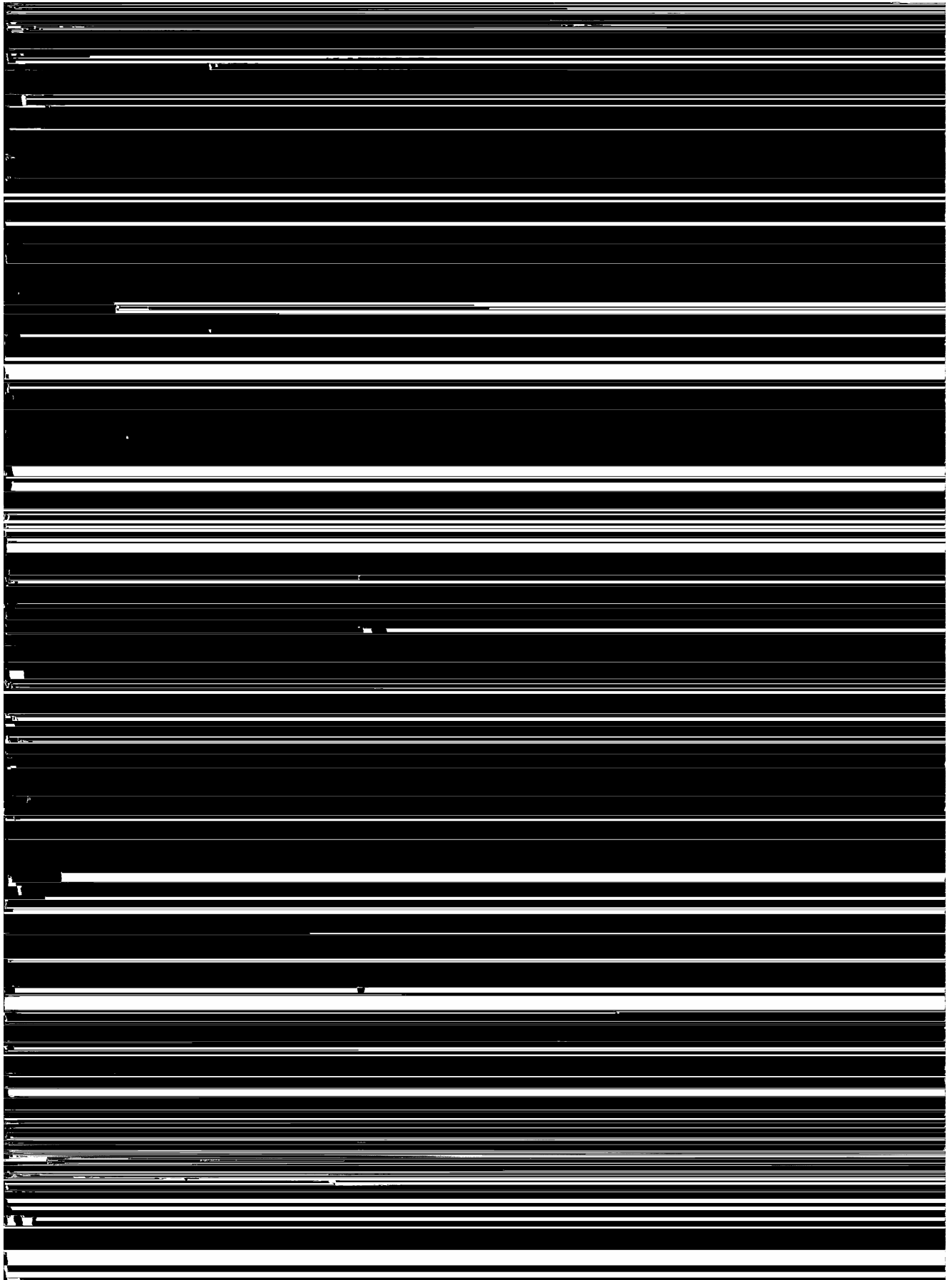
PSL-F037 Professional Improvement Plan Preapproval Application-New Column Program form (Appendix C-3) must be signed by the site administrator. The site administrator's recommendation regarding the request can be included in the "comments" section of the application.

Pre-approval applications for the New Program are submitted to Human Resource Services Office which will approve the plan, modify it, or disapprove it.

Upon completion of the professional improvement activity, employees should submit PSL-F038 Request for Approval of Completed Features of Professional Improvement Plan-New Column Program (Appendix C-4) to Human Resource Services for authorization of the units.

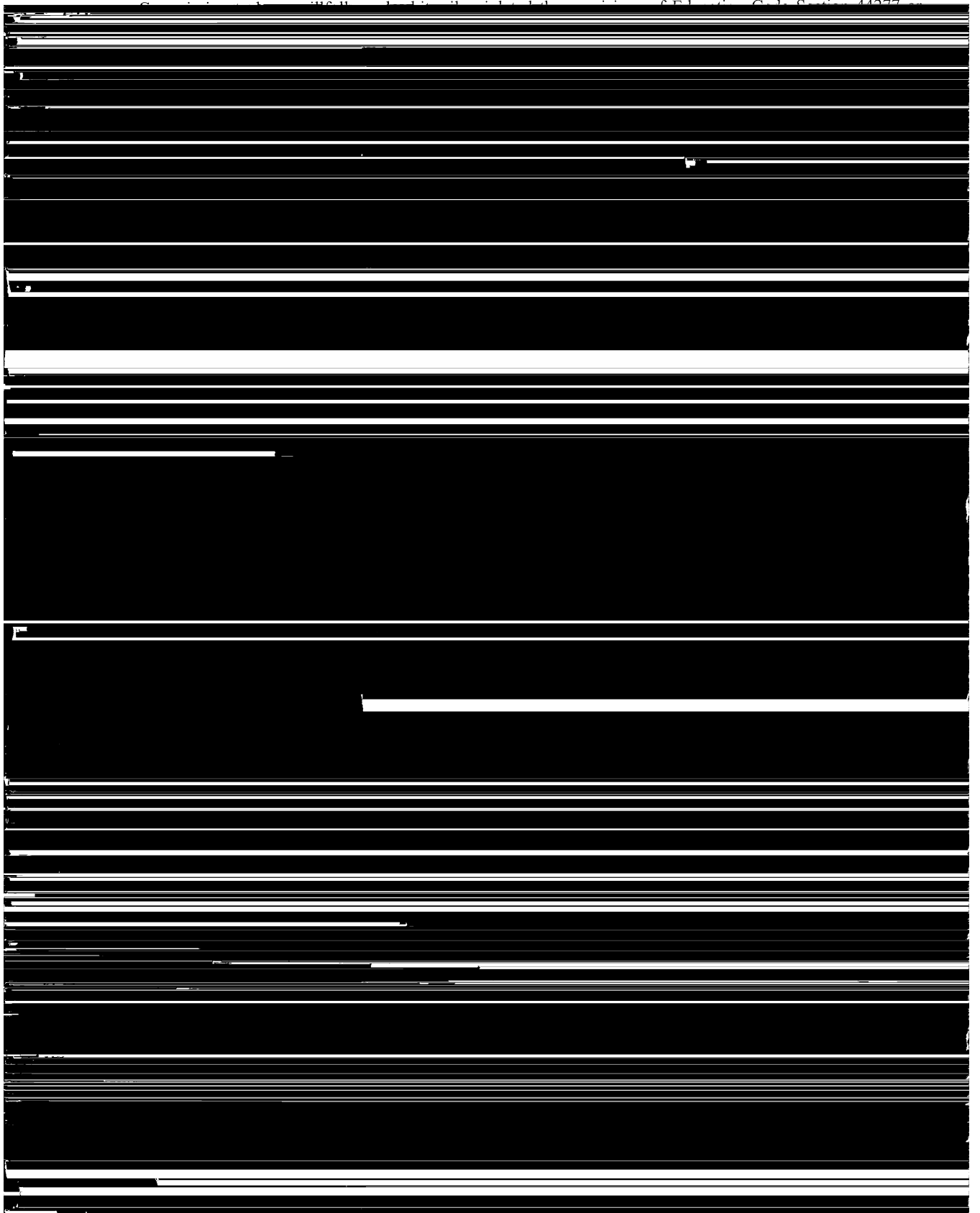
The deadline for submission of extra unit credit is October 10 and March 10 each year. The New Column salary increase will be retroactive to July 1 for October submissions; the increase for March submissions will be retroactive to February 1.

Questions regarding the New Column Program can be directed to Human Resource Services.



22.12 Advisors may approve only those professional growth plans where each activity fits one or more of the domains of professional growth in education as specified in the California Professional Growth Manual.

22.13 The District will remove any Professional Growth Advisor who has been determined by the District or the





Professional Improvement Plan Preapproval Application

Sacramento Agreement Article 12.4.3.1 - 12.4.3.10

(Submit to Human Resource Services)

APPROVAL

Refer to Bulletin: "Salary Advancement of Certificated Personnel Through Professional Development."

Name: (Last, First)	Date:
School:	Position/Title:
Grade and/or Subjects Taught:	
Expected Date of Completion:	

Criteria: Any course or professional development activity under the Professional Improvement Plan must include at least one of the following criteria: (CHECK [J] ALL THAT APPLY)

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | Addressing district goals and objectives.
Continued training in one's major or minor reasonably related to the teacher's current or prospective teaching assignment.
Course work which will facilitate the use of the latest technology or philosophy within the teacher's major or minor or current or prospective teaching assignment.
Improving the teacher's competency in managing and in instructing in the classroom.
Increasing the teacher's knowledge, competence, performance, or effectiveness as a professional.
Planning, analyzing, interpreting, demonstrating, disseminating or evaluating the area of study or innovation as a part of a directed course of study in his or her major, minor, or current or prospective teaching assignment. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Semester Units	Features	Instructions
	1. Textbook evaluation or curriculum development (allowance--one unit of credit per 32 hours of time expended).	Attach details, i.e., purpose of committee work, participants, time involved, duration, values to be gained.
	2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach outline of details of your plan, and indicate how such courses will contribute to your professional improvement.
	3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach outline of details of your plan and comments of the Accountability Office. (A copy of the completed report will be required.)
	4. Professional organization work (allowance--one unit per 32 hours of time and effort expended; approval cannot be granted more than one year in advance of work planned).	Attach outline of details of work planned, i.e., office to be held, length of term, time involved, etc.
	5. Visitations or observation (allowance--one unit per 40 hours spent; hours may be accumulated).	Attach details, i.e., time, place, duration, values to be gained.
	6. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach details, i.e., name of conference, purpose, time, place, duration, values to be gained.
	7. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach details, i.e., purpose of workshop, participants, time, place, number of hours, values to be gained. If district-sponsored, attach flyer.
	8. Development of teaching materials (allowance--one unit per 40 hours of time expended; note that materials must also be usable by others).	Attach details, i.e., nature and intended use of materials, plan of development, estimated time involved.
	9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).	Attach statement of purpose, objectives, estimate of educational relevance, itinerary (including dates of departure and return, areas to be visited, etc.).
	10. Private study (allowance--one unit per 32 hours of time expended).	Attach details of work to be undertaken, name and qualification.

Principal's/Administrator's Comments: Although the principal's/administrator's approval of the request is not required, he/she must sign this form. The principal/administrator may make comments



Request for App

attendance.

such materials, including time spent and your evaluation of their worth to you and others.

9. Travel (allowance--one unit per week of travel; limit--three units per three-year period).

Attach report within one month after completion, including daily itinerary explaining what was done and seen each day and an appraisal of the trip.

Action by Administrator, Human Resource Services or Designee

Number of professional improvement units authorized: _____	
...	Units will be approved if modified as indicated below.
...	Units not authorized because:

Authorized Signature

Date

(Original to be returned to applicant for his/her personal file; duplicate to be filed in Human Resource Services. The units authorized will be forwarded to the appropriate Personnel Technician in Human Resource Services.)

Distribution: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.



Human Resource Services
Professional Improvement Plan
Preapproval Appli

Principal's/Administrator's Comments: Although the principal's/administrator's approval of the request is not required, he/she must sign this form. The principal/administrator may make comments regarding the appropriateness of the request. Principal will return the form to the applicant for processing.

Signature of Principal/Administrator

Date

Signature of Applicant

Date

Comments:

Action by Administrator, Human Resource Services or Designee

... Plan approved as presented.



**Request for Approval of Completed Features
of Professional Improvement Plan-New Column Program**

(Complete in duplicate and submit to Human Resource Services)

COMPLETED

Name: (Last, First)	
Social Security Number:	Date:
School:	Position/Title:
Grade and/or Subjects Taught: the com	

			mittee chairman of the time and effort expended.
		2. Junior college or adult education courses (allowance--one unit of credit per 15 hours in a lecture course, or 45 hours in a laboratory course).	Attach transcripts or officially validated grade cards.
		3. Educational research (allowance--one unit per 32 hours of effort expended).	Attach completed copy of your written report.
		4. Conference attendance (allowance--one unit per 40 hours of attendance; hours may be accumulated).	Attach written report describing sessions and sections attended. Attach verification of attendance. Only after school and weekend hours may be accumulated. This form should not be submitted with less than 40 hours of attendance.
		5. Workshop attendance (allowance--one unit per 32 hours of time and effort expended; hours may be accumulated).	Attach report of workshop and describe your part in the work; or attach detailed report of your activities and description of their educational worth to you. Attach the workshop certificate verifying date, times, number of hours and presenter. This form should not be submitted with less than 32 hours of attendance.
		6. Development of teaching materials (allowance--one unit per 40 hours of time expended) <u>note that materials must also be usable by others.</u>	Attach materials developed or detailed description of such materials, including time spent and your evaluation of their worth to you and others.

Action by Administrator, Human Resource Services or Designee

Number of professional improvement units authorized: _____

... Units will be approved if modified as indicated below.

... Units not authorized because:

--	--

Authorized Signature

Date

(Original to be returned to applicant for his/her personal file, duplicate to be filed in Human Resource Services. The units authorized will be forwarded to the appropriate Personnel Technician in Human Resource Services.)

Distribution: Copy returned to applicant for personal file; copy to be filed in Human Resource Services.



Prior approval forms for inservice courses offered by the Curriculum and Professional Development Department must be filed with that department. Approvals denied by the principal may be appealed to the Association Superintendent, Human Resource Services, or his/her designee.

Transcripts or official grade cards containing evidence of units earned should be filed immediately upon completion. The deadline for filing units for July 1st class changes is October 10th. The deadline for filing units for February 1st class changes is March 10th. Class changes based upon credits earned prior to the deadline dates will be retroactive to July 1st or February 1st. Records filed will not be returned to the employee. Employees new to the district will have a maximum of sixty (60) days from their first day of required service in which to file unit. Handwritten or typed grade cards cannot be accepted unless properly sealed with the school seal.

This form must be completed prior to taking the courses. If the principal approves and signs, copies are to