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ARTICLE XXII
PROFESSIONAL DEVELOPMENT

Professional development is defined as follows:

Coursework or training that results in the enhancement of a unit member's knowledge or skills pertaining to his/her current position. These may consist of college courses, workshops/training or District-provided training.

Approved and completed training may be applied toward professional growth advancement on the salary schedule or reimbursed on a per diem basis as detailed below.

Professional development not provided by the District must have District approval. (See Appendix E) An Intent-to-Take form shall be submitted to the supervising administrator for approval at least two weeks prior to the commencement of the professional development. In addition to approval, verification of attendance is required for either per diem reimbursement or class advancement on the salary schedule.

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1. PROFESSIONAL DEVELOPMENT

A. As long as professional development funding is available from the state, professional development shall be available for those unit members in the certificated unit.

B. Two (2) days of professional development shall be added to the work year and reflected on the Certificated Salary Schedule beginning in 2017-2018 (see Article XVI and Certificated Salary Schedules).

1. Because compensation for the two (2) staff development days is reflected on the Certificated Salary Schedules, attendance on the part of the unit member is mandatory. The only acceptable reasons for the absence of a unit member on such days are the illness of the unit member, jury duty, or bereavement leave. In an extreme emergency a unit member may utilize one (1) day of personal need leave, if available, pursuant to Article VII, paragraph 8F provisions. All other absences on staff development days shall be treated as non-paid for the absent unit member.

C. Beginning in 2017-2018 only one (1) additional professional development day is available and optional and will be reimbursed on a per diem basis.

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1. Unit members who choose to attend the optional one (1) day must attend a cumulative total of the equivalent of a full instructional day (six [6] hours). Unit members must attend the duration of the training and sign in and sign out to be paid. Unit members who attend between one (1) to six (6) hours will be paid their per diem/hourly rate.

D. Professional development content must meet local educational priorities as defined by the governing board of the school district, charter school or county board of education.

E. Attendance on the part of each unit member is voluntary for one (1) day.

F. In recognition that planning and preparation for professional development presentations is a valuable form of professional development in itself, presenters may count one-half (1/2) of the time of presentation for preparation as professional development time.

G. Professional development hours that are reimbursed on a per diem basis will not be credited for class advancement on the salary schedule. Professional development hours may not be earned during contract work time.

H. First Aid/CPR – See Article IX, section 7.

I. Through the 2016-2017 school year, any professional development hours below or beyond the contractual one (1) to four (4) optional days will be compensated at their per diem/hourly rate. Unit members must turn in a District timesheet by July 31, 2017 to receive such compensation.

J. Elementary Professional Development Days, and the use of any minimum days for professional development, shall be planned by a joint District/Association Committee no later than May 15. Committee will be made up of one K-3, and one 4-6 teacher from each elementary site, selected by their peers, and two administrators.

Secondary Professional Development Days will be planned collaboratively by the staff and administration at each of the secondary sites.

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2. PROFESSIONAL DEVELOPMENT USED FOR CLASS ADVANCEMENT ON THE SALARY SCHEDULE

- A. See Board policy 4131.7.
- B. Any professional development, for which a unit member receives a stipend and not a per diem salary, may be used toward class advancement as long as the professional development is outside regularly contracted time.
- C. Verification of completion of professional development used for class advancement must be submitted to the District Office by October 1 unless prior arrangements have been agreed to with the District Office. (See Appendix F)