

PROFESSIONAL STAFF DEVELOPMENT

Continuing Education Credits

All professional staff members of the District, in order to increase skills and competency in their job classifications and to upgrade their positions, are encouraged to continue their education. The District shall compensate professional staff members for the hours earned by appropriately placing them on one (1) of five (5) columns on the professional salary scale commensurate with their degree and/or credit hours earned. A credit hour is defined as fifteen (15) hours of classroom contact.

The following shall qualify for District credit, with prior approval by the Superintendent, if taken at an NCATE university/college:

- Courses taken within an approved graduate program.
- All graduate-level courses that are job related.
- Other courses, including undergraduate and special-interest courses, may be accepted for District credit with prior approval by the Superintendent.
- All workshops or seminars offered by the District wherein university credit is earned.

Credit for the courses shall be awarded on a credit-hour basis as defined in paragraph one (1) of this policy.

Workshops, seminars, et cetera, taken through Westside IMPACT (Improvement, Management, Pride, and Curriculum Task Force), the Arizona Department of Education, Phoenix Curriculum Council, certain District workshops offered after school hours, and other workshops that are preapproved by the Superintendent will accrue at the rate of one (1) District credit per fifteen (15) contact hours. Nonuniversity credit hours earned after May 1, 2001, may be applied towards advancement on the salary schedule; however, a maximum of ten (10) credits will be allowed for each horizontal step. If course work is taken for university credit, see the third paragraph above and its accompanying four (4) bullets.

The following limits and exceptions will apply:

- Limit: six (6) hours (seven [7] hours if a four [4] hour course is taken) each semester that the District is in session. Exceptions may be granted by the Superintendent.

- Credit for professional training not revealed to the Superintendent at the time of application for employment may not be claimed or granted at a future date.
- Credit approval shall not be given for courses required for certification required by the District for initial employment. If a teacher's assignment change requires additional training, these hours are acceptable beyond the original salary placement.
- Credit shall not be allowed for repetitious courses without approval by the Superintendent.
- A minimum of a *B* grade or its equivalent must be earned in courses taken.

Verification

All hours must be verified by either grade slip or college transcript before October 1 of the contract year. Hours anticipated during the summer must be indicated to the administration no later than March 1 for budget consideration for the coming school year. All hours included for payment in a fiscal year must be completed prior to August 30 of the fiscal year.

New Certificated Personnel

All graduate hours beyond the baccalaureate or master's degree, unless they are taken to gain certification, will be honored. Only graduate hours earned after certification shall be counted for advancement on the salary schedule. These hours shall not exceed current maximums on the existing salary schedule.

Teachers, new to the District, may receive credit hours in Spanish, bilingual education, or English as a Second Language courses taken before earning a master's degree if the hours are above those necessary to earn the master's degree.

Workshops

Fees for workshops may be paid for by the District, upon administrative approval. Such workshops shall not be considered for District credit.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-342