

Section ADMINISTRATIVE EMPLOYEES

Title PROFESSIONAL GROWTH GUIDELINES

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979



Guide		Reference
	333. PROFESSIONAL GROWTH GUIDELINES	
1. <u>Purpose</u>	Continued professional study (and in-service training) are prerequisite for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all administrative personnel.	1 2 3 4 5 6 7 8 9
2. <u>Guidelines</u>	<p>All administrators are expected to further through graduate study, special study, or in-service training, personal advancement in accordance with these guidelines.</p> <p><u>Graduate Study</u>- For purposes of this policy, one unit shall be equivalent to one unit of college graduate credit as awarded by an institute accredited for such purpose by this State.</p> <p><u>Equivalent credit</u> - For purposes of this policy, equivalent credit for one unit from other institutes shall be determined by the Superintendent.</p> <p><u>Travel</u> - To receive credit for travel, the following conditions shall be met:</p> <ul style="list-style-type: none"> - The application shall be approved by the Superintendent and a determination made of the credit to be given before the trip is taken. - A report of the trip shall be submitted to the Superintendent detailing places visited and experience gained towards job growth. <p><u>Special Study or In-Service Training</u> - To receive credit for special study, or special or in-service training, the following conditions shall be met:</p> <ul style="list-style-type: none"> - An outline of the special study or special in-service training program shall be approved by the Superintendent and a determination made of the credit to be given before the program is undertaken. 	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44



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- A report shall be submitted to the Superintendent upon completion of the studies, specifying the work done and knowledge gained towards job growth.
- Payment for credit for approved graduate study or special study shall be made on the basis of district prevailing rate per approved credit of study
- Documentary evidence of satisfactory completion of all study programs shall be required. Only courses of study that are self-initiated and pre-approved shall be considered for credit and payment in accordance with this policy. Courses and in-service programs conducted or sponsored by the school or Board are not eligible for credit; neither are in-service activities performed on school time as an integral part of the professional role of administrator.
- All administrators shall file annually by September 1st a record and description of the attainment of approved credits as described herein with the office of the Superintendent.
- Graduate study or special study programs may be of sufficient advantage to the district as to warrant some increase in annual salary of the employe upon satisfactory completion of an approved study program. Such an increase will be determined by the Board after satisfactory completion of the program and submission of documentary evidence.