

## **G-4150 GCIA PROFESSIONAL STAFF DEVELOPMENT**

### **Professional Growth**

The interests of the children in the District schools are best served by professional staff members who continue to grow professionally during their careers as teachers, administrators, counselors, et cetera. The salary schedule is designed with a number of horizontal steps to provide financial incentive and to recompense staff members for expenses in self-improvement.

The Superintendent shall annually appoint a committee of five (5) members - four (4) teachers and one (1) administrator - to serve on a professional growth committee. The committee shall meet as necessary to evaluate staff member requests for credit for growth experiences. The necessary form for such requests will be available in the Superintendent's office and in the principal's office of each school.

All growth credit requests must be given to the committee by May 15 of each year to receive consideration for the next school year. The committee will meet and forward all recommendations to the Superintendent not later than May 30.

The committee will also accept requests after school begins, until September 15, for any credits earned in courses not previously approved by the committee. While credits may be given for courses taken without prior approval by the committee, staff members should realize that some risk is involved. The committee will make recommendations on such requests to the Superintendent by October 1. It will be the responsibility of the staff member to give transcripts to the Superintendent not later than November 1 if a horizontal salary increase is to be made for that school year.

Professional growth may be achieved in a number of ways: college or university course, in-service course, and travel. In-service courses will receive as much credit as the Superintendent shall approve [GCI].

The professional growth committee will recommend to the Superintendent, who in turn will recommend to the Governing Board, which will rule on approval for any credit and any salary advances.

The following guidelines will cover most cases:

- All hours of credit are in semester units.
- Work completed to satisfy basic Arizona certification requirements for the first assignment will not be counted as professional growth.
- Courses to be approved generally will have some relation to the present assignment or to a future assignment mutually contemplated by the District and the employee. Any course accepted in a graduate degree program from an accredited institution is acceptable. Generally, only graduate work will be accepted. Undergraduate work that is essential toward the teaching area may be approved. (*Examples:* Elementary teachers and English teachers could benefit from classes in remedial reading; all local teachers could benefit from classes in Indian and Mexican cultures and histories and computer science; elementary teachers could benefit from classes in art to be effective in teaching the state-mandated requirement in art education.)
- Courses in other academic areas that supplement the staff member's own academic or work responsibility generally will be approved. (*Examples:* An English teacher could benefit from courses in English and American history; a history teacher could benefit from courses in American and world literature; all teachers probably could benefit from courses in the humanities.)

- Community college courses generally will not be acceptable. (Undergraduate courses mentioned in the last two items above may be acceptable.)
- Recreational or hobby courses (e.g., golf, tennis) will not be accepted.
- Credits will not be allowed for repetitive courses.
- A minimum grade of *B* must be earned in courses.
- Correspondence courses generally will not be accepted.
- Travel that earns college credit may be accepted for a maximum of six (6) semester hours.
- Building principals should consult with their teachers regarding professional growth and courses needed. Salary credit will be given for hours taken at the District's request.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. [15-342](#)

