

## 4032

## CERTIFICATED EMPLOYEE PROFESSIONAL GROWTH

The Board of Education recognizes the need for continued professional growth on the part of the certificated employee. To meet the professional growth requirements of Nebraska Statue 79-830, the Board of Education will approve the following professional activities as evidence of professional growth by permanent certificated employees:

Nebraska Statue 79-830 states, "Every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth, or in the alternative, such other activities as are approved by the school board, who may include, but are not limited to, educational travel, professional publications, or work on educational committees."

**Professional Growth Period:** Refers to the six year period during which a permanent certificated employee is required to give evidence of professional growth. For persons who have achieved permanent or tenured status, the professional growth period ends April 1 of the sixth year from which the employee gained tenured or permanent status.

**College Credit:** Six hours of college credit, graduate or undergraduate, earned during any professional growth period, shall be accepted as evidence of professional growth. Grade slips or transcript of credits earned shall serve as evidence of credit earned, and shall be filed with the Superintendent or his designee, and shall be maintained in the employee's file.

**Applicability to the Salary Schedule:** Credit hours earned to complete the professional growth requirement shall be applicable for movement on the salary schedule if such hours meet existing criteria for salary advancement set forth in the negotiated agreement.

**Other Professional Growth Activities:** Evidence of professional growth may also be demonstrated by earning twenty four (24) professional growth points per six (6) year period by completing any combination of activities as set forth in policy. The certificated employee will try to meet the (24) professional growth points over a period of (6) years rather than in a single year.

Any change in the number of professional growth points required, the types of activities allowed for purposes of professional growth, or any limitations as to the applicability of activities following the adoption of these provisions shall not be retroactive with regard to work already begun. Implementation of any changes in professional requirements shall be in such a manner as to cause no penalty to those staff members who are currently working on professional growth

46 requirements for their present professional growth period. All professional  
47 growth activities earned pursuant to these provisions shall be accepted by the  
48 Board of Education as evidence of professional growth.  
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51 **Professional Growth Activities:** Listed below are the activities for which growth  
52 points may be earned.

53 **I. Formal Class work**

- 54 a. College or university credit (one semester hour equals four (4)  
55 points)
- 56 b. Technical community college credit (one semester hour equals  
57 four (4) points)
- 58 c. College credit earned in specialized areas, i.e. foreign language  
59 institutes, business schools, etc. (one semester hour equals  
60 four(4) points)
- 61 d. Auditing a college class (one semester hour equals two (2)  
62 points)

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64 **II. Professional Meetings and Activities as Approved**

- 65 a. Curriculum conferences, conventions, and workshops (one (1)  
66 point per day)
- 67 b. T.V., video, or satellite in-service programs (one (1) point for  
68 every six (6) hours of viewing)
- 69 c. Activities and conventions sponsored by NSEA or NSCA and/or  
70 state academic associations which are instructional in nature  
71 (one (1) point per day or one (1) point per half day where  
72 participation involves an instructional workshop)
- 73 d. Service on Nebraska Department of Education Advisory  
74 Committees, school or college accreditation teams, the  
75 Nebraska Council on Teacher Education, the Professional  
76 Practices Commission or other professionally related  
77 commissions or committees (one (1) point per day)
- 78 e. Service on district curriculum committees or board of  
79 administrative advisory committees (one (1) point per three (3)  
80 hours of committee work)
- 81 f. Demonstration teaching and/or presenting in-service programs  
82 to colleagues within or without the district (one (1) point per half  
83 day of in-service presentation)
- 84 g. School visitation (one (1) point per day)
- 85 h. University or college teaching (four (4) points per semester hour  
86 taught)
- 87 i. Supervision of student teachers (two (2) points per student  
88 teacher per nine (9) weeks)
- 89 j. Teaching summer school or adult education (one (1) point per  
90 class taught)

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### **III. Other Activities as Approved**

To receive growth point credit for the items listed below, the employee shall submit a written proposal to the superintendent or his or her designee for prior approval. The employee and administrator shall agree on the follow-up activities and/or verification process and the number of points to be earned upon completion of the activity.

- a. Research and Curricular Development: District or classroom related research, production of curriculum materials or learning packets, completion of a thesis, dissertation, or collaboration with a research project.
- b. Educational travel.
- c. Contributions to professional journals and other educationally related publications.
- d. Other activities approved by the superintendent.

#### **Approval and Verification of Professional Growth Activities Other Than College Hours:**

Prior to attending or participating in a professional growth activity, the employee shall notify the principal of the employee's intent to participate in the activity by completing a "Professional Growth Activity Form." No professional growth activity will count towards meeting the professional growth requirement until it has been approved and verified by the superintendent. All professional growth credits obtained under the provisions of this policy which are approved by the principal shall be accepted by the Board of Education as evidence of professional growth for retention of permanent status.

**Procedure for Approval and Verification of Professional Growth Credit:** To meet the professional growth requirements of Nebraska Statute 79-830, the following procedures will be followed:

1. Except for college credit hours, the teacher must complete a Request for Professional Growth Credit and submit it to the principal.
2. When an activity is approved for Professional Growth Credit, the teacher and principal shall determine the method of verification of the activity. Such verification may include:
  - a. College transcript for college credit hours.
  - b. Written summary submitted to the principal of the session(s) attended at the activity by the teachers. The written summary must be submitted to the principal within a mutually agreed upon time frame.
  - c. Oral report to the faculty concerning the session(s) attended at the activity by the teacher. Oral reports must be given at a mutually agreed upon time.

- 136 d. Signed verification by the sponsor of the activity, or by the  
137 person(s) conducting the activity.  
138 e. A presentation to the faculty of the materials and/or methods  
139 obtained at the activity. The presentation must be made at a  
140 mutually agreed upon time.  
141 f. Other methods as mutually agreed upon by the principal and the  
142 teacher.  
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144 3. When the verification process has been completed, the appropriate  
145 section of the Request for Professional Growth Credit will be completed  
146 and signed by the teacher and the principal.  
147 4. Information concerning the professional growth activity will be transferred  
148 to the teacher's individual professional growth file in the teacher's file in  
149 the school office.  
150 5. Completed Request for Professional Growth Credit forms will be  
151 maintained in the teacher's school office file for six years, or until the  
152 teacher leaves the school system.  
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154 **Review of Professional Growth Status:** Records of professional growth  
155 activities shall be maintained in the employee's personnel file. At the start of  
156 each school year, it shall be the responsibility of each employee to check his or  
157 her progress towards meeting the Professional Growth Requirement as  
158 mandated in 79-830. After every six years of employment as a permanent  
159 certificated employee, or at the request of the permanent certificated employee,  
160 the Board of Education will review the professional growth credits of each  
161 teacher for verification of permanent status.  
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163 **Distinguishing Between In-service Provided by the School and**  
164 **Professional Growth Activities:** The school district will provide opportunity for  
165 in-service activities throughout the school year at no cost to the certificated  
166 employee. Activities required for all staff will not count toward meeting  
167 professional growth requirements.  
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169 **Approval of Professional Growth Activities:** The Board of Education  
170 delegates to the superintendent or his or her designee the authority to approve  
171 professional growth activities for the professional growth credit, so long as  
172 compliance with this policy is maintained. The superintendent or his or her  
173 designee shall devise procedures and forms to implement the provisions of this  
174 policy.  
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177 Approved: March 8, 1983

178 Revised: June 12, 2007; December 11, 2018

179 Reviewed: October 9, 2012; January 12, 2016; December 11, 2018