

Policy No.: 409.01  
Adopted: 03-11-2003  
Reviewed: 02-19-2015

## **CERTIFICATED EMPLOYEE PROFESSIONAL DEVELOPMENT**

The board encourages certificated employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board shall maintain and support an in-service program for certificated employees.

The superintendent and or designee will develop and schedule in-service workshops as appropriate to the needs of the district and will inform the board regarding in-service staff development.

The contents of this policy describe professional activities which faculty members may follow in meeting the requirements for professional growth as set forth by the Elba board of Education.

The "Professional Growth Period" refers to each six year period during which permanent certificated teachers are required to give evidence of professional growth. Six professional growth credits shall meet the requirement. The beginning of the seventh year starts the second six year period.

Each hour of college credit in the area of assignment, endorsement, or a special project approved by the superintendent may be accepted as on professional growth credit, evidence of professional growth upon the filing of the appropriate application and documentation in the superintendent's office. Documentation shall consist of an official transcript of the credit earned from a college or university, an in-depth report, and article with publication data, or similar evidence deemed acceptable.

Teachers may be permitted to substitute travel, professional publication of an article or other activities toward completion of the professional growth requirements. Duplication of individual activities for meeting the professional growth requirement of the following shall not be permitted.

- Professional Work
- Curriculum Committee Work-15 hours of time (clock hours) equals one (1) point.
- Other professional activities to determine the number of professional growth credits, the following guidelines shall be followed: For every fifteen (15) hours of class and preparation time spent on the activity, one (1) professional growth credit shall be granted with approval and verification of the superintendent. Activities which will be accepted as professional growth include:
  - workshops
  - committees
  - State Department Committees
  - Conferences on classroom instruction-related topics.
  - Inservice Programs
  - Nebraska State Education Association convention and other activities sponsored by the NSEA which are related to classroom instruction and approved by the superintendent.
  - Professional Publications
  - Publication of any piece of professional writing shall entitle the author to a professional

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- growth credit from one to two points as determined by the superintendent.
- Educational Travel
- Sponsored Tours-Must be under the direction of an accredited college for which college credit is given.
- Tour sponsored by Professional Organizations and Independent travel must have prior approval by the superintendent and shall be evaluated on the bases of educational worth.
- Other activities  
This section provides for the Accruement of Activities worthy of professional growth which do not come within the scope of the above listings and descriptions. It applies only to activities clearly of a high quality which are exceptional in kind and are of value to the Elba Public Schools. In making application for credit the applicant shall present:
  - A description of the nature of the work and conditions under which it was done.
  - Evidence of completion of the work. The basis for determining the number of points shall be determined by the superintendent.
  - The board of education delegates to the superintendent the authority to approve professional growth activities for profession growth credits.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding professional development of such employees shall be followed.

Legal Reference: NDE Rule 10

Cross Reference: Certificated Employee Training, Workshops or Conferences