

**4032**  
**Professional Growth**

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.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include workshops, conferences, conventions, local in-service courses, committee service, supervising a student teacher, professional presentations, and school visitations other than Cozad Community Schools. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

Adopted on: 12/17/18

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **4032 Administrative Guidelines - Professional Growth**

Every six years permanent certificated employees shall give evidence of Professional Growth as approved by the Cozad Board of Education in order to remain eligible for continued employment. College credit, professional publications, workshops, or other educational activity as approved by the board of education may be accepted as evidence of "Professional Growth". Professional Growth Period- a six year period of time, beginning on September 1, 1982, or first year of employment after that date and ending August 31, six years later. The beginning of the seventh year starts the second six-year period. Professional Growth Points-all permanently certificated staff must earn a total of 24 Professional Growth Points during each Professional Growth Period. Each activity of Professional Growth has its own criteria for acceptance and evaluation. Six hours of college credit meet this requirement. It is the permanently certificated staff's responsibility to show that the activity did actually contribute to their professional development and to their increased effectiveness in the capacity in which they are employed.

The requirement of proof may be accomplished in a variety of ways such as: written reports, presentations, etc. Procedure for applying for Growth Credit-Application for credit for Professional Growth shall be made on forms prescribed by the Professional Growth Committee. A separate application will be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. After the educational growth activity has been completed, an application which includes evidence of completion of the work shall be given to the Professional Growth Committee. Applications will only be considered for the current school year. For professional growth point purposes, the "school year" runs from September 1<sup>st</sup>-August 31<sup>st</sup>. Any activities completed during the summer or month of August must be turned in by September 15<sup>th</sup>. Applications received after September 15<sup>th</sup> for the previous school year will not be approved. After the committee has acted on the application, the applicant shall be notified of the decision of the committee. A copy will then be forwarded to the superintendent's office, where it will be kept on file for future reference. No applications will be considered for less than one growth point. Forms for application will be available in all offices of the school's administrators. A Professional Growth Committee will be appointed by the superintendent.

Classifications of activities-listed below are the activities for which growth points may be required. The maximum number of points for each activity is also shown. Points earned during one growth period may not be carried over into the succeeding growth period.

An applicant for the Professional Growth Points may appeal the decision of the Professional Growth Committee to the superintendent of schools.

<b>Activity</b>	<b>Maximum Points Per Year</b>	<b>Maximum Points Per Growth Period</b>	<b>Notes</b>
College or University Class	24	24	1 Semester Hour = 4 points
Conference, Convention or Workshop	8	20	1 Point Per Half Day
Coaching Clinic	1	6	1 Point Per Day
Professional Presentation	2	12	2 Points Per Presentation
District Committee	6	12	3 points Per Committee Per Year
In-School District Focus Activity	1	6	4 One-Hour Sessions = 1 Point
School Visitations	2	4	Other than CCS= 1 Point Per Day
Serving as a Cooperating Educator or New Teacher Mentor	8	16	8 Week Supervision = 4 Points 16 Week Supervision = 8 Points Mentoring = 4 Points Per Year

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