

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: PROFESSIONAL
DEVELOPMENT

ADOPTED: December 16, 2004

REVISED: August 17, 2006

333. PROFESSIONAL DEVELOPMENT	
1. Purpose	Continuing professional study and inservice training are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
2. Authority SC 517	The Joint Operating Committee encourages all administrators to further their professional and personal advancement through graduate study, inservice training, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the school, certificated administrative employees are required to meet all obligations necessary to maintain active certification.
3. Guidelines	<p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved shall be eligible for reimbursement by the school or a change in compensation.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract and as preapproved by the Administrative Director.</p> <p>Documentary evidence of satisfactory completion of all work/study programs shall be required.</p> <p>Approved graduate study or special courses/programs may be of sufficient advantage to the school to warrant an increase in an employee's annual salary, upon satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, and as determined by the Joint Operating Committee, after satisfactory completion of the program and submission of documentary evidence.</p>

	<u>Professional Education Plan</u>
<p>SC 1205.1 Title 22 Sec. 4.13, 49.17</p>	<p>The Joint Operating Committee shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.</p>
<p>SC 1205.1</p>	<p>The Joint Operating Committee shall approve a professional education plan that is designed to meet the educational needs of the school and its employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Joint Operating Committee shall approve the plan prior to submission for approval by the Department of Education.</p>
<p>SC 1205.1</p>	<p>The Joint Operating Committee shall ensure an annual review of the school's professional education plan by the professional education committee to determine if the plan continues to meet the needs of the school, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Joint Operating Committee and the Department of Education.</p>
<p>SC 1205.2</p>	<p>The Joint Operating Committee may approve, on a case-by-case basis, specific professional education activities not stated within the school's professional education plan. Joint Operating Committee approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.</p>
<p>SC 1205.2</p>	<p>If the school assumes all costs of credits or hours, the Joint Operating Committee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>