

# A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES  
 TITLE: PROFESSIONAL AND STAFF DEVELOPMENT  
 ADOPTED: December 9, 1999  
 REVISED: May 28, 2015  
 APPROVED: June 25, 2015

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|                      | <b>333. PROFESSIONAL AND STAFF DEVELOPMENT</b>   |
| 1. Authority         | The Joint Operating Committee (JOC) recognizes that continuous professional learning and training for administrative, professional and classified employees represents an integral means of improving individual and organizational performance.   |
| SC 517               | The JOC encourages all Career Center employees to further their professional and personal advancement through graduate study, job-related training, conference attendance, and other professional development activities.  |
| Pol. 331             | Attendance at workshops, conferences and/or conventions will be determined in light of compatibility with the Career Center's goals and plan for staff development, as determined by the Executive Director and within appropriate budgetary constraints.  |
| SC 1205.1,<br>1205.2 | In order to continue employment in the Career Center certificated administrative and professional employees are required to meet all continuing education obligations necessary to maintain active certification.  |
| 2. Guidelines        | <p><u>Graduate/Special Courses</u></p> <p>Only courses of study that are preapproved by the Executive Director or his/her designee. shall be eligible for reimbursement by the district or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required.</p> <p>Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the applicable administrative compensation plan, individual employment contract, or collective bargaining agreement. Minimum acceptable grade for reimbursement is a "B", or "Pass" on a "Pass/Fail" course for administration and classified employees. Reimbursement is for credit cost only, not associated fees.</p> <p>All eligible employees shall provide a record and description of the attainment of approved credits, if and when earned, with the office of the Executive Director or his/her designee.</p> |

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| <p>SC 1144, 1151</p>  | <p>Approved graduate study or special courses/programs may be of sufficient advantage to the Career Center to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion of study, course or program and submission of documentary evidence.</p>   |
| <p>Title 22<br/>SC 4.13, 49.16<br/>Pol. 100</p>               | <p><u>Induction Plan</u></p> <p>The Career Center shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the Career Center.</p>  |
| <p>SC 1205.1<br/>Title 22<br/>SC 4.13, 49.17<br/>Pol. 100</p> | <p><u>Professional Education Plan</u></p> <p>The Joint Operating Committee shall appoint a professional education committee which will include parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists shall also be included on the committee and shall be selected by their respective members.</p>      |
| <p>SC 1205.1</p>  | <p>The committee shall develop, and the JOC shall approve, a professional education plan that is designed to meet the educational needs of the district and its certificated administrative and professional employees. The JOC shall approve the plan prior to submission for approval by the Department of Education.</p>   |
| <p>SC 1205.1</p>  | <p>The administration shall conduct an annual review of the Career Center's professional education plan to determine if the plan continues to meet the needs of the Career Center the Comprehensive Plan, and the employees, students and community. The plan may be amended as necessary to meet such needs, 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 Career Center's professional education plan.</p>  |
| <p>SC 1205.2</p>  | <p>JOC 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 Career Center assumes all costs of credits or hours, the JOC may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.</p>  |
|   | <p>References:</p> <p>School Code - 24 P.S. Sec. 517</p> <p>Board Policy - 000</p> <p>Board Policy - 000, 002</p>   |