

ADVANCEMENT ON SALARY SCHEDULE

The Professional Growth Program has been designed to encourage certificated staff to continue to grow professionally by providing financial incentives to staff who advance through the professional growth levels.

It is recognized that professional growth must continue to occur throughout the career of all certificated staff in order that they grow professionally as teachers.

Professional Development Plan

Each certificated staff member will submit a Professional Development Plan (Form I-210-1) to their immediate supervisor who will be available to assist in planning appropriate professional growth activities. This plan includes activities for development hours (step advancement) and college units (column advancement).

Once a certificated staff member has a clear credential, all credential renewal requirements, as outlined by the State Committee on Teacher Credentialing, will apply.

Activities for Development Hours Step Advancement

In order to progress vertically on the Salary Schedule, certificated staff must have received an overall rating of standard or higher on the prior year's performance evaluation and completed a minimum of 30 hours of staff development activities approved by their immediate supervisor.

1. Hours must be earned in activities that will enable growth in knowledge and experience as it relates to the assignment. Credit will not be given for activities of a repetitious nature during subsequent school years.
2. Satisfactory verification must be provided by means of registration, flyers, materials, etc. and include a written statement regarding content and value as related to the professional growth goal.
3. In order to qualify, certificated staff must have been employed by Baldy View Regional Occupational Program (ROP) in a teaching capacity during the preceding two semesters.

College Units (Column Advancement)

In order to progress horizontally on the salary schedule, certificated staff must meet the educational and/or credential requirements.

Certificated staff who anticipate that they will complete the necessary column advancement requirements by August 31 of that year must notify Human Resources of this fact in writing by May 1 of the school year prior to the expected change.

ADVANCEMENT ON SALARY SCHEDULE (continued)

All course work must have prior approval by the immediate supervisor and the Assistant Superintendent of Educational Services to qualify for column advancement.

All official documentation must be provided no later than September 30 of that year for column advancement to occur that school year. Only official transcripts will be acceptable for college credit units.

Column advancement will not take place until Human Resources receives satisfactory official documentation.