



## INDIAN RIVER SCHOOL DISTRICT PROFESSIONAL GROWTH PROCEDURES

1. Courses to be considered for professional growth are courses or in-service programs that will enhance one's professional skills.
2. Applicants must be full-time district professional employees who are fully certified to hold their current assignments.
3. Professional Growth Applications should be completed for: clock hours, course reimbursements, seminars and any classes taken while employed with the IRSD.
4. PRIOR approval must be granted by the Director of Personnel for each Professional Growth Application before the applicant submits for the IRSD Course Reimbursement Program.
5. To assure a decision regarding the course approval, the application must be received, via email, by [Maureen.nicholson@irsd.k12.de.us](mailto:Maureen.nicholson@irsd.k12.de.us) east ten (10) working days prior to the start of the course /in service program. Any deviations from the ten (10) day time restriction will put the applicant at risk of not receiving approval for the class.
6. The applicant must submit a separate application for each course or in-service workshop for which the applicant desires review. The applicant must complete the IRSD Professional Growth Application in its entirety, including description of course relevance to current assignment
7. The IRSD Professional Growth Application can be found on the [www.IRSD.net](http://www.IRSD.net) website under:
  - Staff - Forms and Documents
  - IRSD Professional Growth ApplicationOnce you have completed the fill in the blank application, file, save as, rename it with course number and or name and email to: [Maureen.nicholson@irsd.k12.de.us](mailto:Maureen.nicholson@irsd.k12.de.us).
8. Once the Director of Personnel, approves your IRSD Professional Growth Application, it will be emailed back to your school email address. Remember to hold onto this document, if you wish to submit for the IRSD Course Reimbursement program.
9. Completion and approval of the IRSD Professional Growth Application does not automatically grant you a Course Reimbursement. You must submit a complete "packet" by the deadline date for that session. See the IRSD Course Reimbursement Procedures for the current school year.
10. If for any reason the class is canceled or you drop a class email [Maureen.nicholson@irsd.k12.de.us](mailto:Maureen.nicholson@irsd.k12.de.us) so your approved form can be canceled, no reason has to be documented. If you wish to take an approved class in a different semester than the one listed or a class name changed you must complete a new Professional Growth form.
11. If prior approval is denied by the Director of Personnel, the employee may appeal to the Superintendent.
12. The above procedures apply to all IRSD employee groups.
13. Reimbursement will be made for only those credit hour costs incurred for courses that have been "completed" and for which a "B" or better grade has been earned.