



INDIAN RIVER SCHOOL DISTRICT PROFESSIONAL GROWTH PROCEDURES (FOR ALL EMPLOYEES)

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 and/or Designee for each Professional Growth Application before the applicant submits for the IRSD Course Reimbursement Program. Professional Growth Applications are to be submitted at least 10 days business days prior to the start of the course/program.
5. The applicant must submit a separate Growth Application for each course or in-service workshop for which the applicant is seeking reimbursement.
6. The IRSD Professional Growth Application can be found on Frontline Central.
7. Once the Director of Personnel and/or Designee, approves your IRSD Professional Growth Application, you will receive a notification from Frontline Central stating your course reimbursement has been approved or denied.
8. Completion and approval of the IRSD Professional Growth Application does not automatically grant you 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.
9. If for any reason the class is canceled or you drop a class email Jessica.rogers@irsd.k12.de.us to ensure your approved form is canceled, no reason has to be documented.
10. If prior approval is denied by the Director of Personnel, the employee may appeal to the Superintendent.
11. 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