No. 4470
SECTION: PERSONNEL
TITLE: CONTINUING EDUCATION/ PROFESSIONAL GROWTH GUIDELINES

ADOPTED: 6/21/10
READOPTED: 1/29/14;11/15/16;8/20/19; 4/20/21;8/12/25
REVISED:

OXFORD AREA SCHOOL DISTRICT

Purpose
Continued professional study which includes in-service training is a prerequisite for continued professional growth and advanced ability to undertake increased responsibility.

Guidelines
All employees are encouraged through graduate study, special study, or in-service training, to further personal advancement in accordance with these guidelines.

Course credits for reimbursement purposes will accrue to the fiscal year (July 1 to June 30) based on the date the course commences. For example, a course which begins June 25, 2010 and ends August 10, 2010, credit reimbursement will accrue to the 2009-2010 (July 1 to June 30) fiscal year. A course which begins after June 30 of each fiscal year will accrue to the new fiscal year. For example, a course which begins on July 1, 2010 and ends August 18, 2010, credit will accrue to the 2010-2011 (July 1 to June 30) fiscal year. This procedure for reimbursement will enable individuals who are taking college courses for credit to plan accordingly and to take courses over the summer at a time which is more advantageous for them for reimbursement purposes.

The policy on undergraduate and graduate credits with respect to course reimbursement, certification and degree level adjustment on the salary schedule is as follows:

1. Undergraduate, graduate, and PDE approved in-service credit requires pre-approval by the Superintendent using the "Course Pre-Approval Request and Tuition Reimbursement Form". Credits are reimbursable at the rate and conditions specified in the Collective Bargaining Agreement. Reimbursement may be withheld if the "Course Pre-Approval Request and Tuition Reimbursement Form" is not received prior to the beginning of the course. If there are extenuating circumstances and this is not possible, an explanation should accompany the "Course Pre-Approval Request and Tuition Reimbursement Form".

2. Undergraduate Credits. Presently the Pennsylvania Department of Education permits undergraduate credits to count toward permanent certification (Instructional II). Undergraduate credits are not counted on the salary schedule for lateral movement beyond Bachelor's Degree.

3. Graduate and PDE approved In-service Credits. Graduate credits count toward permanent certification (Instructional II). Graduate credits and in-service credits, regardless if reimbursed by the district, count on the salary schedule for lateral movement beyond the Bachelor's and Master's degrees. A Masters Equivalency certificate (issued by PDE) is not considered equivalent to a Master's degree for salary schedule placement and movement.

4. Credits for degree level adjustments on the salary schedule are completed as described in the Collective Bargaining Agreement. Salary adjustments will be made upon the receipt in the Superintendent's office of official transcripts documenting the additional credits or degree and a written request from the employee for salary advancement to a particular salary level. This documentation and request must be received prior to the dates as described in the Collective Bargaining Agreement unless, in the opinion of the Superintendent, there are extenuating circumstances which require an extension. Any request for an extension should be made in writing to the Superintendent.