

PersonnelCertificated Employee Continued Education Credit

Continued education on the part of certificated employees may entitle them to advancement on the salary schedule or endorsement in additional subjects. Certificated employees who have completed additional hours will be considered for advancement on the salary schedule. The Board shall determine which certificated employees will advance on the salary schedule for continued education keeping in mind the financial condition of the District, the education and experience of the certificated employee, the educational philosophy of the District, and any other items deemed relevant by the Board.

Certificated employees who wish to obtain additional education for advancement on the salary schedule or other job-related purposes are asked to submit a credit approval form for pre-approval by the Superintendent or designee, preceding the actual year when advancement or addition of endorsements occurs. Employees requesting ~~mid-year~~ salary placements must submit a credit approval form for approval and have their grade card(s)/transcript(s) turned into the ~~Administration District~~ Office on or before the last Friday of a given month for pay changes to occur in the following months' payroll. The Superintendent or designee has the discretion to approve credit outside the employee's area of endorsement or responsibility.

All graduate-level courses being submitted for salary advancement must meet the following criteria:

1. The course work requires a task, project, essay, or other related output to demonstrate the transfer or learning into practice.
2. The course is facilitated by an instructor. The instructor interacts with the professional learning participants either face-to-face or virtually or through feedback and grading (including pass/fail) on participant tasks.
3. The course provider ensures 15 hours of professional learning outside of contract time for 1.0 credit.

The requirements stated in the Negotiated Contract between certificated employees in a certified collective bargaining unit and the Board regarding continued education credit of such employees shall be followed.

Date of Adoption: August 9, 2021

Date of Revision: ~~May 12, 2025~~ July 13, 2026