

**PROFESSIONAL ADVANCEMENT**

**General Policies**

1. Full time certificated instructional employees are paid for ten (10) school months, except those employees with extended contracts and/or in year round schools.
2. Military credit will be granted as outside experience only if the military service was after the teaching credential had been earned.
3. A certificated employee employed for more than the ten (10) month school term will be paid an additional amount at the employee's regular monthly rate, an hourly rate, or a percentage rate.
4. Generally, administrative officers, department heads, and other special positions established by the Board which require additional duties and responsibilities, will be paid an additional amount above the salary schedule or at a ratio of the salary schedule.

**Professional Advancement Requirements**

1. Advancement in Class
  - a. Teachers moving from one class to the next shall receive the increased amount, in addition to the annual increment, with the exception of a teacher at maximum who shall move straight across.
  - b. Prior approval is required for all courses to be taken for salary advancement. (Professional growth requests shall be submitted on the appropriate form-request for Approval of Professional Growth Program-P-1.)
  - c. Units for advancement in class will be approved if related to (1) the teaching assignment, (2) acceptable credential, or (3) acceptable degree.
  - d. Teachers contemplating a change of classification resulting from course work to be taken during the summer must file by April 1 in the Office of Personnel Services, a written notice of intention to do this work. They must submit a certification of completion prior to the Monday following Labor Day in order to qualify for the new class. Potential change of classification resulting from unforeseeable events occurring after April 1 may be referred to the Professional Growth Committee for consideration and recommendation to the Superintendent, but not later than July 15.

**PROFESSIONAL ADVANCEMENT (continued)**

- e. A total of nine (9) semester units of lecture series courses conducted by a college consortium external degree Program and/or workshops may be applied for advancement on the salary schedule. One three (3) unit course shall be taken in the teacher's credential area.
2. Advancement in Salary Step

The Board of Education recognizes certificated staff members should continue to improve their competencies during their professional service to the District. The Board charges the Superintendent of Schools to promote opportunities for staff development and staff members to take advantage of such Programs.

Certificated employees may advance in salary step upon the completion of a school year in the District.

*Legal References:*

Education Code

35161 Powers and duties generally

44247 Reevaluation of application

45022 Governing Board to fix compensation

45023 Printing of schedule of salaries

45028 Classification on salary schedules; uniformity requirement