

Administrative Regulation

Certificated Employees, Professional Growth of

Certificated employees are encouraged to seek opportunities for the development of professional competence beyond that which they may attain through the performance of their assigned duties. It is recognized that some opportunities will be offered by the district which, when accepted by the employees, may relate directly to advancement on the certificated salary schedule.

Academic credits received subsequent to the B.A. degree, relating to professional growth and/or improvement in competence, may be earned through either or both of the following procedures:

- A. Upper division or graduate level units earned in an accredited institution with a grade of at least "C" and applicable to a credential, degree, or the assigned responsibilities of the employee.
- B. In-service education credits earned upon satisfactory completion of selected course units offered through district programs, which are planned, conducted, and coordinated under the supervision of the administrator of elementary or secondary education, pursuant to the following constraints:
 - 1. Fifteen (15) clock hours of course work in a program shall constitute one in-service credit equivalent to one (1) semester unit of college or university credit.
 - 2. A total of nine (9) in-service credits may be applied toward the fifteen (15) units required for advancement from one column to another on the salary schedule.
 - 3. All in-service education courses shall be developed and offered for the betterment of the district and the employee. In-service education programs for credit shall be conducted at times which do not conflict with the employee's working hours.

The administrator of elementary or secondary education is responsible for coordinating the operational details, ongoing evaluation, and refinement of the district program of in-service education.

Ref: EC Sections 35161, 44579-44579.4

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