

TEACHER ADVANCEMENT

In the belief that a certificated staff that continues to grow professionally is best able to provide the high quality of teaching that is basic to the district educational program, and in the belief that continued professional growth is an important means by which our staff may keep abreast of the ever-changing nature of educational theory, methods, and materials, it shall be the policy of the district to encourage professional growth within the certificated staff.

In order that the professional growth of staff members to be reflected in advancements on the certificated salary schedule may be provided for in an orderly and systematic manner, the following basic procedures shall be followed:

1. By April 1 of each year the Superintendent or designee shall furnish to each certificated staff member
 - a. A copy of the latest certificated salary schedule,
 - b. A letter of instruction on how to proceed to earn advancement, and
 - c. A copy of Form S-195, "Notification of Intention Regarding Advancement."
2. Every certificated staff member shall file, no later than May 1st of the current year, Form S-195, indicating thereon whether or not he/she intends to advance on the salary schedule for the coming school year.
3. The only units which will be applicable for advancement on the salary schedule are those which have been completed in all aspects by September 10. Units still being worked on after this date are not applicable for advancement on the salary schedule. Any questions regarding this should be referred to the Superintendent.
4. Every certificated staff member who has indicated on Form S-195 his/her intention to advance shall file with the Superintendent the necessary transcripts, form for advancement on the salary schedule (65-105, 65-106) and related documents to support his/her claim to advance no later than December 1 of the school year in which the advancement is to become affective. No documents for advancement on the salary schedule will be accepted after December 1.
5. No certificated staff member shall be allowed to advance on the salary schedule unless he/she has filed, within the time limit stated above, Form S-195, indicating his/her intention.

It is believed that compliance with the above procedures will facilitate the advancement of certificated staff members and will, at the same time, make it possible for the administration to make budgetary provision for the necessary additional funds for teaching salaries.

TEACHER ADVANCEMENT (continued)

It is the intent of the district to encourage instructional staff to expand their professional development in specific instructional strategies. The purpose for improving teacher instructional competence in core instructional areas is to improve instructional delivery in the classroom. As a consequence this has the advantage of potentially improving the academic achievement of students. The California Department of Education (CDE) or other agency funding sources at times provide cash incentives that pay for these courses or workshops in core academic areas. In these cases, the district may encourage employees on a voluntary basis to enroll in these classes. This includes college or university classes or professional development workshops that offer class credit and/or salary advancement.

The individual staff member is responsible for required payment for units or documentation of completion of classes prior to earning salary advancement. The district policy prohibits district monetary support for individual employee salary advancement.

The CDE or an awarding agency sometimes provides a grant funding source that reimburses the employee for completing selected core courses. The district with Board approval may in these cases enter into a partnership with the agency to provide the monetary advance to the employee. This advance is for the sole purpose of paying for the units of credit for completed courses. The agreement with the awarding agency must include that the reimbursement from the awarding agency must entirely cover the cost of the employee advance. In these cases there is to be no fiscal impact to the district.

Policy
adopted: February 8, 1968
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reviewed: May 5, 2009

SANTEE SCHOOL DISTRICT
Santee, California