

Professional Growth

Teachers will be encouraged to seek opportunities for the development of professional competence and meet District and individual school goals. It will be the responsibility of the Superintendent of Schools or designee to develop cooperatively a program of professional growth opportunities with teachers of the District. The Board of Education will approve the necessary expenditures, within the provisions of the budget, for making the approved professional growth program available to District employees.

Each teacher will maintain and participate in a personal program of pre-approved professional growth activities. The teacher's professional growth plan will be planned with the principal or designee, and will include a schedule of the professional development activities that the teacher expects to complete during the next succeeding professional growth period.

Pre-approved activities completed while the teacher is on an approved leave of absence from the District may be considered for professional growth credit under this policy.

1. Activities Criteria

The following criteria will be used by teachers and their supervisor(s) for the development and approval of written professional growth plans and activities. In order for an activity to carry professional growth credit, it must meet the following criteria:

- A. All activities must be consistent with the teacher's Professional Growth Plan, and
- B. All professional growth activities must be consistent with section five (5) of this policy, Activities for Horizontal Advancement Credit, below.

2. Procedures for Seeking Approval of Professional Growth Credits

- A. Each teacher and supervisor(s) will develop cooperatively a professional growth plan for the teacher by the end of the first full year of employment. This is a general plan outlining the nature of professional growth activities in which the teacher plans to engage during this period of time. An amendment of this plan may be filed with the supervisor at any time. Approval of specified professional growth activities will be given only if they are consistent with the adopted plan.
- B. The duration of each teacher's plan will correspond with the effective/expiration dates of the teacher's license.
- C. A plan will be considered approved when both the teacher and supervisor agree on the plan. In the event of persistent disagreement, an appeal may be made to the Professional Growth Appeals Committee within thirty (30) calendar days of denial of the proposed plan.
- D. Teachers will work closely with the immediate supervisor(s) in reviewing the professional growth plan as a part of the regular evaluation process (Policy 4170).

- E. A teacher will fill out the professional growth completion forms (Administrative Procedure 4130.4), attach pertinent documentation and submit them to the appropriate supervisor(s) for approval.
1. A college or university notification of course completion will serve as verification; however, no change of status will be approved by the Board of Education until a copy of the transcripts for college-university course work appropriate with the approved professional growth plan, or appropriate documentation for other activities, are received by the Office of Human Resources. Original copies of the documentation above may be requested by the District; therefore, the teacher should keep the original documents.
 2. Change of status will be retroactive to the day the forms and documentation were received in the Office of Human Resources.
 3. Completed activities will be promptly approved or disapproved by the supervisor and will be forwarded to the Office of Human Resources.
- F. A teacher will submit the Request for Horizontal Advancement, Administrative Procedure 4130.4, via the District website. An overview of the process is to include appropriate contacts located at:
- <https://backyard.cherrycreekschools.org/Departments/HumanResources/Pages/Horizontal-Advancement.aspx>
1. Copies of transcripts and any other supporting documents associated with the request for horizontal advancement should be submitted to the Office of Human Resources via e-mail. Hard copies may also be submitted, though this is not preferred. Original copies may be requested by the District, so such originals should be maintained by the teacher.
- G. Disapproval will be accompanied by a statement indicating the reason(s) for disapproval, at which time the teacher may choose to appeal the decision to the Professional Growth Appeals Committee within thirty (30) calendar days.
- H. Each teacher is required to secure approval from the supervisor in advance regarding individual changes in specific current professional growth activities. Deviations from the plan will not be cause for automatic disapproval of credits.

3. Professional Growth Appeals Committee

- A. A Professional Growth Appeals Committee is established to consider appeals initiated by any teacher under the terms of this policy.
- B. The Professional Growth Appeals Committee recommendations are sent to the Board, through the Superintendent for final approval or disposition.

- C. The Professional Growth Appeals Committee will be composed of two (2) teachers appointed by the President of the Association and two (2) administrators appointed by the Superintendent.
- D. Any application on which the Association and the Superintendent's representatives cannot agree, will go directly to the Board of Education for action.
- E. The Professional Growth Appeals Committee will convene as necessary and hold sessions until all previously referred applications have been given proper disposition.

4. Horizontal Advancement

For horizontal advancement credit, at least one-half of the fifteen (15) semester hours required to advance to the next column on the salary schedule must be college/university credit and/or district-approved activities as described in section five (5) below.

5. Activities for Horizontal Advancement Credit

A. College/University Course Work

Both graduate and undergraduate courses must be consistent with the teacher's approved Professional Growth Plan.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
College/ University Course Work	<p>The college or university credit must be from a Colorado Department of Education accepted institution of higher education that is recognized by one of the following regional associations: Western Association of Schools and Colleges, Northwest Association of Schools, Colleges and Universities, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Southern Association of Colleges and Schools, or Middle States Association of Colleges and Schools.</p> <p>Prior approval by the Assistant Superintendent of Human Resources is required before college or university credit will be accepted from an international institution of higher education. The teacher will be notified within five (5) working days as to the outcome of the request for approval.</p>	As awarded by the institution.

B. District Approved Activities

All District approved activities must be consistent with the teacher's approved Professional Growth Plan.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Workshops and in-services	<p>School-wide workshops and/or in-services <u>must be</u> sponsored or approved by the Office of Staff Development.</p> <p>District-wide workshops and/or in-services <u>must be</u> sponsored or approved by the Office of Staff Development.</p> <p>Staff completing all the requirements of the Professional Learning Teams or the Professional Learning Communities shall receive in-service credit as determined by the Office Of Staff Development. Staff will be eligible for up to two (2) semester hours of credit per school year for PLT/PLC work. Additional PLT/PLC work in a school year shall be eligible for recertification credit only.</p> <p>Workshops and in-services meeting the above requirements that take place during the workday, in whole or part, shall nevertheless be eligible for credit.</p>	As determined by the Office of Staff Development, one (1) semester hour credit for each fifteen (15) hours of instruction and/or participation and approximately an equal time in outside work.

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C. Travel

1. Teachers must complete the Proposal for Educational Travel to be approved by the Office of Staff Development in advance.
2. A follow-up report must be submitted to the Office of Staff Development within thirty (30) days of completion of the travel experience.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Travel	Travel must satisfy all of the following criteria: <ol style="list-style-type: none"> a) Extends the person and his/her cultural understanding. b) Provides for visitation of educational programs or other activities which encourage or stimulate ideas for improvement of our educational program. c) Demonstrates direct teaching assignment or assignment or grade level application. d) Encompasses no less than one (1) week. 	One (1) semester hour for each week of approved travel activity or major fraction thereof. A maximum of three (3) semester hours for each column of horizontal advancement may be earned.

D. Professional Development

1. Teachers must complete a Proposal for Professional Development Experience Form to be approved by the Office of Staff Development in advance.
2. A follow-up report must be submitted to the Office of Staff Development within thirty (30) days of completion of the activity.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Professional Development	Professional development activities must satisfy all of the following criteria: <ol style="list-style-type: none"> a) Provides for an individual experience or activity that has as its goal the improvement of instruction. b) Demonstrates direct teaching assignment or grade level application. 	A maximum of five (5) semester hours for each column of horizontal advancement may be earned.

E. Work-Experience Programs

1. No less than six (6) consecutive months nor more than twelve (12) consecutive months of full-time employment are required.
2. Teachers must complete a Proposal to Pursue a Work-Experience form to be submitted to the Office of Staff Development for approval in advance.
3. A follow-up report must be submitted to the Office of Staff Development within thirty (30) days of completion of the experience.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Work-experience programs	Outside work experience must satisfy all of the following criteria: <ol style="list-style-type: none"> a) Involvement is clearly beyond the teacher’s present level of knowledge and skills. b) Involvement is related to the teacher’s principle contract area or other assignments and responsibilities. 	To be planned and approved in advance by the principal and the Office of Staff Development. A maximum of four (4) semester hours for each column of horizontal advancement may be earned.

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F. Supervision of a Student Teacher, Intern, Resident Teacher, or Beginning Teacher

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Supervision of a Student Teacher, Intern, Resident Teacher or Beginning Teacher	<p>Supervision of a Student Teacher, Intern, Resident Teacher, or Beginning Teacher must satisfy all of the following criteria:</p> <ul style="list-style-type: none"> a) Assignment is jointly agreed to by the teacher and principal. b) Includes written goals and objectives for both participants, regularly scheduled conferences, and a minimum of two (2) formative evaluation reports prior to final written evaluation. c) The supervising teacher has taken a course or workshop in supervision. A course that meets the requirement will be available in the district on a regular basis. d) The supervision experience must involve a minimum of eight (8) weeks of full-time supervision or an equivalent amount of time. e) For every individual supervised, a maximum of one (1) semester hour of credit may be earned. 	<p>A maximum of two (2) semester hours of credit for each column of horizontal advancement may be earned.</p> <p>The designated official or the sponsoring institution and the principal or supervisor will verify that supervision was successfully completed.</p>

6. Additional Provisions

- A. The terms of this Policy will continue in full force and effect unless changed through the negotiations process as set forth in Policy 4135.
- B. If any provision of this Policy is found contrary to law, then such provision will be deemed null and void, but all other provisions or applications thereof will continue in full force and effect.
- C. Upon mutual agreement, this Policy may be renegotiated in whole or in part at any time during the life of this Policy.
- D. Any additions, deletions, or revisions to this Policy will be distributed to those affected, and be in effect after ratification by the Association membership and adoption by the Board of Education.
- E. Neither the recognized Association nor the Board of Education can refuse to renegotiate this Policy at the next requested round of negotiations, following the

timeline set forth in Policy 4135, if this Policy is included in the request. If the issues are unresolved as a result of the negotiations using all relief provided in Policy 4135, the provisions will remain in effect (except as provided elsewhere in this section) through the remainder of teachers' annual contract year.

- F. In the event of a reduction of school funds, the Board must, by law, adopt a salary schedule commensurate with its ability to fund future budgets. Therefore, in the event of any reduction, negotiations will be reactivated on economic matters related to teachers' salaries and fringe benefits, and any policy concerning economic items that has been adopted will have to be modified commensurate with the funds available.

Revised: May 22, 2017

Adopted: June 12, 2017

Effective: July 1, 2017