

Professional Growth

Professional growth development as defined by the teacher's Professional Growth Plan, and horizontal advancement on the salary schedule are addressed in this procedure.

1. Development of Professional Growth Plan

- A. During the first year of employment with the Cherry Creek School District, a teacher will file a Professional Growth Plan with the appropriate supervisor. The plan will expire with the teacher's current license. Thereafter, the Professional Growth Plan will correspond with the effective/expiration dates of the teacher's license.
- B. All teachers need to secure written prior approval of the Professional Growth Plan from their principal or appropriate central office supervisor.
- C. The original Professional Growth Plan and all subsequent revisions will be retained by the teacher, with a copy provided to the building principal.
- D. Revisions to the Professional Growth Plan can be made at any time. Teachers must secure written prior approval of the revised plan from appropriate supervisor(s). Refer to 4130.3 for proper forms.

2. Review of Specific Intention to Fulfill Current Professional Growth Activity

The Professional Growth Plan will be reviewed during the teacher's evaluation/remediation process.

3. Documentation of Completion of Professional Growth Activity for Horizontal Advancement

- A. The teacher must obtain and complete the Professional Growth/Horizontal Advancement Activity Completion Form, 4130.4 (goldenrod). Forms are available from the school offices or the Office of Human Resources.
- B. The teacher must submit form 4130.4, the Professional Growth/Horizontal Advancement Activity Completion Form (goldenrod) with pertinent documentation of completion of Professional Growth activities to the supervisor for approval.
- C. The teacher will then submit the Professional Growth/Horizontal Advancement Activity Completion Form, 4130.4 (goldenrod) together with pertinent documentation to the Office of Human Resources.

Please Note: Each teacher is ultimately responsible for obtaining and maintaining a valid Colorado teacher license.

4. Steps Toward Horizontal Advancement on the Salary Schedule

- A. The teacher will be eligible for horizontal advancement on the salary schedule when the teacher has completed 15 hours of course work consistent with the approved Professional Growth Plan and pertinent documentation supporting the application is received by the Office of Human Resources. 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 the official transcripts for college/university course work, or appropriate documentation for other activities, are received by the Office of Human Resources.

Change of status will be retroactive to the day the forms and documentation are received in the Office of Human Resources.

- B. Horizontal advancement on the salary schedule requires 15 semester hours of credit, half of which must be college/university course work and/or district-approved activities as listed in 4130 (5).

Approved by Superintendent, Robert D. Tschirki, September 8, 1997.

Revised by Superintendent, Mary F. Chesley, July 1, 2009.