



Section ADMINISTRATIVE EMPLOYES

Title PROFESSIONAL GROWTH GUIDELINES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

333. PROFESSIONAL GROWTH GUIDELINES

. Purpose

Continued professional study (and in-service training) are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all administrative personnel.

. Guidelines

All administrators are expected to further through graduate study, special study, or in-service training, personal advancement in accordance with these guidelines.

Graduate Study - For purposes of this policy, one unit shall be equivalent to one unit of college graduate credit as awarded by an institute accredited for such purpose by this State.

Equivalent credit - For purposes of this policy, equivalent credit for one unit from other institutes shall be determined by the Superintendent.

Travel - To receive credit for travel, the following condition shall be met:

- a. The objective of the trip shall be the professional growth of the administrator.

Special Study or In-Service Training - To receive credit for special study, or special in-service training, the following condition shall be met:

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a. The program of study shall be such as will result in improving the administrator's knowledge, technique or information in the field in which s/he is supervising.

Payment for credit for approved graduate study or special study shall be made on the basis of reimbursement for actual cost charged the employe for pre-approved credits of study up to a maximum dollar amount/school year set by the Board. Documentary evidence of satisfactory completion of all study programs shall be required. Only courses of study that are self-initiated and pre-approved shall be considered eligible for credit and payment in accordance with this policy. Courses and in-service programs conducted or sponsored by the school or Board are not eligible for credit; neither are in-service activities performed on school time as an integral part of the professional role of administrator.

Graduate study or special study programs may be of sufficient advantage to the district as to warrant some increase in annual salary of the employe upon satisfactory completion of an approved study program. Such an increase will be determined by the Board after satisfactory completion of the program and submission of documentary evidence.

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