

## IMPORTANT PROFESSIONAL GROWTH INFORMATION

Date: July 11, 2017

It is the District's responsibility to make certain that each certified/licensed staff member has a current certification/license on file at the District office. However, ultimately it is the individual staff member's responsibility to ensure that they maintain the certification/licensure required for their position here at Oyster River.

### **THREE YEAR RECERTIFICATION REQUIREMENTS**

This is a reminder of the *NH Code of Administrative Rules, Ed. 512: Professional Growth Master Plan and Recertification* requirements for professional staff recertification in the State of New Hampshire and the requirements of the *Oyster River Cooperative School District Professional Growth Master Plan, 2014-2019*.

#### **Professional Staff - Professional Growth Requirements are as follow:**

The DoE has been planning to move to requiring a more evidence-based recertification process, where the professional will need to demonstrate professional growth in their primary endorsement area prior to being recommended for renewal.

However, for the time being we are still using the "earned PG hours" process for recertification. Which means professional staff members need:

- **30** clock hours for **each** endorsement area;
- **45** clock hours (total) for general areas 2-7 which include: character and citizenship; technology; professional skills; knowledge of learners and learning; knowledge of school's role, organization and operation; exploratory or innovative activities.

#### **Certified Paraprofessionals - Professional Growth Requirements are a minimum of:**

- 50 clock hours (total) for: any endorsement area; and General Areas 2-7 which include: character and citizenship; technology; professional skills; knowledge of learners and learning; knowledge of school's role, organization and operation; and/or exploratory or innovative activities. You may earn a total of 50 professional growth hours in any or all of these areas.

### **REQUIREMENTS and DEADLINES for MyLearningPlan**

In order to earn professional growth hours, Professional Growth Activity(s) must be entered into MyLearningPlan and pre-approved by your supervisor prior to participation in the activity. You will then have 30 days after the completion of the activity to mark it complete in MyLearningPlan. Activities not marked complete within the 30-days will not be approved. All activities must be pre-approved by your supervisor.

When submitting Professional Growth Activity coursework in MyLearningPlan an official transcript must be obtained and forwarded to the SAU office at the completion of the course to be kept in your personnel file.

Staff members will not be required to enter Professional Growth Activity forms for District workshop days; and will not require the staff member to mark complete the activity. The professional will be required to sign a roster and the activity will be automatically populated into your MyLearningPlan PD portfolio. All other Activities must be marked complete within 30 days of the activity date and must include the topic of discussion and your evaluation. One activity entered for the entire the year for on-going activities will not be approved.

For regularly scheduled building level meetings that are being used for Professional Growth purposes, such as early morning dialogue, staff meetings, department or committee meetings that occur on a regular basis throughout the year, staff growth credit can be earned. However, if these meetings are geared more toward house keeping or other non-professional growth topics, professional growth credit will not be given. Please note that these activities still require pre-approval by your supervisor unless the activity has been entered as a group at the building level.

## ALLOCATION OF EARNED PROFESSIONAL GROWTH HOURS

Individual activity hours are to be allocated into either an endorsement area or general areas 2-7. A single activity cannot be allocated to two separate areas. The only way that can be done is by creating separate activities and dividing the hours among them.

## UNH TUITION WAIVER PROGRAM

UNH graciously awards Oyster River an allotment of money each year that allows our employees to take courses at UNH tuition free. This is not a reimbursement program through Oyster River; it is a waiver program through UNH at no cost to the District.

To be eligible for a tuition waiver for courses at the University of New Hampshire, professional staff must complete the Application for *UNH Tuition Waiver form*, have their building principal sign and date the form, attach a statement of eligibility indicating the direct benefit to Oyster River, and forward it to Wendy at the SAU office for approval by the Assistant Superintendent prior to registering for courses. Once approved and signed by the Assistant Superintendent the form is returned to the staff member. The staff member is required to bring the signed form to UNH to register for the course(s). Course allowance for professional staff is currently unlimited; Administrators and Paraprofessionals are limited to three courses per school year.

## TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursement for graduate courses taken at schools other than the University of New Hampshire, Durham, the professional staff member must complete the *Request for Pre-Approval of Tuition Reimbursement form*. This form is to be used when a course is not offered at UNH and the course has been deemed, by the school principal, to be necessary for the continued professional growth of the staff member and will be beneficial to the District's mission. The school principal will utilize this form to request approval from the Superintendent to reimburse the staff member for tuition only; all other fees associated with coursework are the responsibility of the staff member. Justification must be attached to this form prior to submitting it to the superintendent for approval. Please note that all available funds for reimbursement are based on annual budgeted amounts at the individual schools.

## SALARY TRACK CHANGES

450 clock hours or 30 graduate credits are required to move to BA+30 or M+30.

To move to the BA+30 salary track, 30 graduate credits (or 450 clock hours) must be earned after the date of an earned Bachelors degree. To move to the M+30 salary track, 30 graduate credits (or 450 clock hours) must be earned after the date of an earned Masters degree. Each credit of university coursework equals 15 clock hours.

Per the Board/Guild Agreement, clock hours earned while employed in the Oyster River School District may be converted to credits for advancement on the +30 salary schedule at the rate of 15 hours = 1 credit. Hours earned in other district(s) can not be similarly converted. An earned degree is required to move to MA or 2MA/CAGS/DR tracks.

## TRACK CHANGE PROCEDURE

Professional staff members must notify the Superintendent in writing by **November 30** in the year prior to the year of your anticipated track change. This means you must notify the Superintendent by November 30, 2017, if you expect to be eligible for a track change at any time between July 2018 and June 2019.

Send written notification to Theresa at the SAU office when you have completed your 450th hour of staff growth time (or the appropriate combination of hours and credits) and are eligible for a track change. At the time of notification, it will be necessary to provide supporting documentation such as transcripts if they are not already in your personnel file. Wendy will then arrange for a new contract to be issued to you.

## THREE YEAR INDIVIDUAL PROFESSIONAL GROWTH PLAN

Three-year Professional Growth Plans are required to be reviewed and revised each year by the professional staff member and their supervisor. All 3-year plans are to be entered into the staff member's MyLearningPlan/Oasys portfolio.

Certified staff members working in non-certified tutor positions must have a 3-year individual professional growth plan. This is required for the District to track recertification hours and recommend for renewal.