GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: PROFESSIONAL DEVELOPMENT

ADOPTED: January 22, 2008

REVISED:

333. PROFESSIONAL DEVELOPMENT

1. Authority	Continuing professional study and inservice training for administrative, professional and support employees are prerequisites for professional development, enhanced ability to complete responsibilities, and maintaining certification.
SC 1850.1	The Joint Operating Committee encourages all employees to further their professional and personal advancement through graduate study, inservice training, conference attendance, and professional development activities.
SC 1205.1, 1205.2	In order to continue employment in the center, certificated administrative and professional employees are required to meet all obligations necessary to maintain active certification.
2. Guidelines	<u>Graduate/Special Courses</u> Only courses of study that are preapproved shall be eligible for reimbursement by the center or a change in compensation for the employee. Documentary evidence of satisfactory completion of all study programs shall be required. Reimbursement for credits for approved graduate study or special courses shall be made in accordance with terms of the administrative compensation plan or an individual contract, or collective bargaining agreement. All eligible employees shall submit annually a record and description of the attainment of approved credits to the Administrative Director.
SC 1144	Approved graduate study or special courses/programs may be of sufficient advantage to the center to warrant an increase in an employee's annual salary, upon documentation of satisfactory completion. Such an increase will be in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, or Joint Operating Committee resolution.

	Induction Plan
Title 22 Sec. 4.13, 49.16	The center shall comply with Department of Education regulations when developing and maintaining an induction plan for first-year teachers and teachers new to the center.
	Professional Education Plan
SC 1205.1 Title 22 Sec. 4.13, 49.17	The Joint Operating Committee shall appoint to the professional education committee parents/guardians and representatives of the community and local businesses. Representatives of administrators, teachers and educational specialists on the professional education committee shall be selected by their respective members.
SC 1205.1	The Joint Operating Committee shall approve a professional education plan that is designed to meet the educational needs of the center and its certificated administrative and professional employees; specifies approved courses, programs, activities and learning experiences; and identifies approved providers. The Joint Operating Committee shall approve the plan prior to submission for approval by the Department of Education.
SC 1205.1	The Joint Operating Committee shall ensure an annual review of the center's professional education plan is conducted by the professional education committee to determine if the plan continues to meet the needs of the center, the Strategic Plan, and the employees, students and community. The professional education committee may recommend amendments to the plan, subject to approval by the Joint Operating Committee and the Department of Education.
SC 1205.2	The Joint Operating Committee may approve, on a case-by-case basis, specific professional education activities not stated within the center's professional education plan. Joint Operating Committee approval is not required for credits or hours required for administrator certification, earned through activities conducted by providers approved by the Department of Education or the Department itself, or related to the area of assignment or certification.
SC 1205.2	If the center assumes all costs of credits or hours, the Joint Operating Committee may disapprove any course, program, activity or learning experience that is inconsistent with the goals of the professional education plan.
	References:
	School Code – 24 P.S. Sec. 1144, 1205.1, 1205.2, 1850.1
	State Board of Education Regulations – 22 PA Code Sec. 4.13, 49.16, 49.17