
La Puente Valley Regional Occupational Program

Certificated Professional Growth and Staff Development Manual

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FOREWORD

It is recognized that effective professional growth must continue to occur throughout the careers of all certificated staff in order that they remain informed of changes in technology, pedagogy, subject matter, and student needs.

Statistics provided by the Commission on Teacher Credentialing, State of California, show that more than eighty percent of California's teachers spend more than thirty hours per year in staff development activities; but that professional development activities of most teachers lack planning and cohesiveness, and there is inadequate assistance for teachers as they plan their professional growth programs.

The professional growth program for the certificated staff of La Puente Valley Regional Occupational Program has been designed to encourage certificated staff to continue to grow professionally by providing financial incentives to staff which advance through the professional growth levels.

This manual has been developed with the following assumptions in mind:

- ◆ Instructors are professionals who will, if given the opportunity, choose quality activities that will ultimately lead to improved opportunities for students.
- ◆ Instructors are the best determiners of their own professional goals and needs.
- ◆ Instructors should determine which professional growth activities will contribute to their performance, competence, or effectiveness in career preparation education.
- ◆ Different activities are growth-producing for different people; collaborative activities and individual activities are effective for different instructors.
- ◆ Support for instructors in planning their programs of professional growth should be available.

In light of these assumptions, the Joint Board of Trustees has adopted procedures that enable instructors to design individual programs of professional growth on the basis of their goals and needs.

Outline of Responsibilities For Obtaining Professional Growth or Staff Development Credit

Phase One: Getting Started

- A. Discuss your staff development activities and professional development goals with your program/site supervisor.
- B. Select areas of professional growth for yourself.

Phase Two: Plan Activities

- A. Formulate a set of goals by completing the “Professional Growth and Staff Development Planning Form.” (Attachment A). This form can be used for planning activities to earn professional growth units and/or staff development hours.
- B. Choose activities that will potentially meet your goals.
- C. Meet with your supervisor and complete the “Professional Growth and Staff Development Approval Form.” (Attachment B). Make sure you indicate whether the activity is for professional growth or staff development by marking the proper “code” on the lower section of the form.
- D. Your supervisor must sign this form and will then forward to the assistant superintendent of educational services for approval.
- E. Once approved, the form will be returned to you so that you may begin your activities.

Phase Three: Complete Activities

- A. Complete the activities on your signed Approval form.
- B. Periodically meet with your supervisor to discuss your progress.
- C. Amend your goals and activities (as necessary) by resubmitting your “Professional Growth and Staff Development Approval Form” to your supervisor and the assistant superintendent of educational services.

Phase Four: Keep Records and Provide Documentation of Completion

- A. Obtain transcripts, grade cards, certificates, workshop attendance verification forms, agendas, and/or other tangible documentation to verify completion of activities. When applicable, complete the “Professional Growth or Staff Development Validation of Attendance” form (Attachment C) or the “Professional Growth Related Work Experience Verification” form (Attachment D).

- B. Forward the documentation along with the “Professional Growth and Staff Development Approval Form” to the Human Resources Office as specified in “C” or “D” below.
- C. Professional Growth Level Advancement: Once you have completed the fifteen units for professional growth advancement, submit the “Approval” form to Human Resource Office by May 1st of the school year prior to the expected change. Your level change will become effective **September 1st** provided official documentation is received by **September 10th**.
- D. Staff Development Step Advancement: Once you have completed the twenty hours for staff development advancement, submit the “Approval” form to the Human Resources Office by May 1st of the school year prior to the expected change. Your step advancement will become effective **September 1st** providing official documentation is received by **July 10th**.

Responsibilities and Rights of Certificated Staff Involved In Professional Growth and Staff Development

The purpose of this section of the manual is to explain the certificated employee's responsibilities and rights in completing the professional growth and staff development requirements.

1. Professional Growth Goals

Formulate professional growth and/or staff development goals, discuss the goals with your program/site supervisor, develop activities to meet these goals, and secure approval of the assistant superintendent of educational services before beginning to engage in activities.

You have a responsibility to formulate goals that are based on an assessment of your needs. Be prepared to discuss the basis for the goals with your supervisor.

2. Professional Growth Activities

Discuss potential activities with your program/site supervisor and select activities that are likely to contribute to your competence, performance, or effectiveness in the profession of vocational education, or that augment your annual performance objectives. You have the right to select your professional growth and staff development activities, but they must be approved by the supervisor and the assistant superintendent of educational services to insure that they meet the approved criteria before beginning the activities.

3. Amendments to the Plan

You may change any element of your plan at any time; however, amended goals and activities must be approved by your supervisor and assistant superintendent of educational services before beginning the activities.

4. Record of Hours Spent

Record accurately the number of clock hours that have been spent on completed activities. A certificated employee who willfully signs and submits an inaccurate record which he or she knows to be false is subject to the penalties for perjury and unprofessional conduct.

5. Verification of Time Spent

After completing activities, it is the responsibility of the certificated employee to submit tangible verification of time spent on activities, ***including time participating online webinars and workshops*** . Reasonable verification could include (but need not be limited to) college transcripts, *course outline*, certificates, verification of attendance provided by presenters, agendas and handout materials, or other tangible evidence of time spent.

6. Credit for Hours Spent

The certificated employee has a right to receive full credit for all hours spent on professional growth and staff development activities that are not completed during regular assigned work hours provided that (a) they are identified on the “Professional Growth and Staff Development Approval Form” signed by the supervisor and approved by the assistant superintendent of educational services, and (b) reasonable verification of time spent has been accepted by the human resources director.

7. Appeal of Adverse Action

If a professional growth activity is denied by the assistant superintendent of educational services, an applicant may request in writing, within ten (10) work days of the denial, a meeting with the superintendent. A meeting with the superintendent will be scheduled within ten (10) work days of receipt of the appeal request. The applicant shall present a written statement explaining why the course or activity should be approved. The applicant may ask a program/site supervisor to assist in the preparation of this statement. The applicant will receive a written statement of the superintendent’s final decision within ten (10) work days after the meeting.

The assistant superintendent of educational services is the final authority for approving staff development activities.

8. Completion and Submissions of Forms

The certificated employee has a responsibility to complete the “Professional Growth and Staff Development Planning Form” and to submit this form to his or her program/site supervisor for discussion. The certificated employee must then complete the “Professional Growth and Staff Development Approval Form” and have the proposed activities signed off by the program/site supervisor. The supervisor will then forward the Approval Form to the assistant superintendent of educational services for approval.

Responsibilities and Rights of Program/Site Supervisors as Professional Growth and Staff Development Advisors

The La Puente Valley ROP has designated program/site supervisors to serve as professional growth and staff development advisors on behalf of certificated employees who wish to complete activities to qualify for salary schedule advancement. The following outlines the responsibilities and rights of professional growth/staff development advisors:

1. Know the Requirements. Know the contents of this manual, discuss these with the employee who is seeking professional growth, and answer questions about them. The advisor should serve as a source of helpful information about the employee's obligations.
2. Recommend Activities. Discuss the proposed goals and activities with the employee. The supervisor has the right to recommend activities, but does not have the right to compel the employee to pursue particular activities.
3. Advise Certificated Employees. Advise employees about their plans and activities. Ask questions, make observations and suggestions, and assist employees in obtaining information about professional growth and staff development opportunities.
4. Assess the Activities. Determine whether activities identified on the "Professional Growth and Staff Development Planning Form" will augment competence, performance, and/or effectiveness. Ask the certificated employee seeking assistance to explain how or why one or more planned activities relate to their present position or their annual performance objectives. If the planned activities are valid, sign the "Professional Growth and Staff Development Planning Form" and the "Professional Growth and Staff Development Approval Form." Final approval of all staff development activities rests with the assistant superintendent of educational services. If there is an appeal of professional growth activities, the final decision will be made by the Superintendent.
5. Additions to a Professional Growth Plan. Initial any addition to the "Professional Growth and Staff Development Approval Form" that is consistent with the standards in this manual.
6. Activities Already Begun. Do not sign a "Professional Growth and Staff Development Planning Form" or "Professional Growth and Staff Development Approval Form" if the employee has already begun to pursue one or more of the activities identified on the Plan unless the employee had a good reason for beginning the activities before the Plan was signed.

Examples of Professional Growth Goals and Activities

Several examples of goals and activities are presented below. The examples are not intended to prescribe or suggest what a certificated employee's goals or activities should be.

Goals:

To better understand the social, cultural, and historic background of my multi-ethnic students.

To develop new ways to evaluate my students' progress.

To integrate the use of computers into the curriculum.

To revise class curriculum.

To increase my knowledge of new technologies in my occupational area.

Activities:

Educ 104 on "Mexican-Americans in the Schools" at Fullerton College.

Los Angeles County Office of Education workshop on classroom management.

ROP computer class or workshops provided by the County or seminar provided by professional organization in your occupational area.

Curriculum workshops that teach curriculum design and format.

Work in industry during August or attend training courses sponsored by industry.

La Puente Valley Regional Occupational Program

Comparison of Certificated Professional Growth and Staff Development Programs

This comparison of the two programs is only a synopsis. Please refer to the "Certificated Professional Growth and Staff Development Manual for specific details and instructions.

PROFESSIONAL GROWTH

1. Substitute and short-term employees are not eligible to participate in the professional growth program.
2. One level horizontal movement on Certificated salary schedule = 5% salary increase.
3. Must complete the equivalent of 15 semester units of **approved** professional development to move over a level. The 15 unit requirement may be met by completing approved college units and/or "equivalent" units (explained in #3).
4. 15 semester unit requirement may be met by completing approved college units and/or earning equivalent units.

Equivalent units will be converted to semester units as follows:

A. Related work experience to upgrade skills:

- 40 hours week = 1 unit
- 20 hours week = ½ unit

Related work experience credit will not be granted for regular work assignments, employment by relatives, self-employment, teaching outside La Puente Valley ROP, or work where the applicant is employed and paid by La Puente Valley ROP.

B. Industry-sponsored courses, ROP/adult education classes, commercial classes, professional conferences, or inservice training programs:

- 20 hours of approved attendance = 1 unit.

Activities listed in "B" above cannot be counted for both staff development and professional growth. Individual may choose the way activities will be applied.

5. Requires approval by immediate program/site supervisor and assistant superintendent of educational services.

STAFF DEVELOPMENT PROGRAM

1. Substitute and short-term employees are not eligible to participate in the staff development program.
2. One step vertical movement on Certificated salary schedule = 2½% salary increase.
3. Must complete 20 hours of **approved** staff development activities and have a satisfactory performance evaluation to move down one step.
 - Part-time staff employed less than 20 hours per week may move down one step every other year and must complete 10 hours of approved staff development activities each year.
4. 20-hour staff development requirement may be met by completing ROP-sponsored workshops or industry-sponsored courses, ROP/adult education classes, commercial classes, professional conferences, or inservice training programs. (These activities are the same as those for equivalent units but cannot be counted for both staff development and professional growth).

5. Requires approval by immediate program/site supervisor and assistant superintendent of educational services.

PROFESSIONAL GROWTH

6. College units and/or equivalent units must be earned in activities that will enable growth in knowledge, expertise, and experience as it relates to the assignment. College units may be part of a college degree or certificate program. Credit is considered for approval for completed classes that are beyond the requirements of the employee's position at the time of plan is approved by the supervisor and assistant superintendent of educational services. College units for classes that are necessary to maintain a valid credential which is required for employment with LPVROP are not eligible as professional growth. Classes to complete Level I credential requirements are not eligible to be used as professional growth. Classes to complete Level II credential requirements may qualify as professional growth for employees in part-time positions with part-time credentials.

7. Units cannot be earned during La Puente Valley ROP scheduled assignment.

Professional Growth equivalent units may be earned for attending a conference/workshop where registration fee/expenses are paid by La Puente Valley ROP, but only those hours that are not part of the regular duty day (scheduled assignment) may be counted towards equivalent units.

8. No more than one level advancement, or 15 units in any 12-month period (September 1 - August 31), will be allowed.
9. Effective in September of each year. Units may be carried over from year to year until requirement is met. Certificated staff who have either completed fifteen (15) units necessary for professional growth level advancement, or who anticipate that they will complete the necessary units by August 31 of that year, must notify Human Resources of this fact in writing by May 1 of the school year prior to the expected change. All official documentation must be provided no later than September 10 for level advancement to occur.
10. Professional growth level advancement will not take place until satisfactory official documentation is received by the Human Resources Director.

STAFF DEVELOPMENT PROGRAM

6. Hours must be earned in activities that will enable growth in knowledge, expertise, and experience as it relates to the assignment. For employees hired *on or after* November 22, 2010, credit is considered for approval for hours completed as part of credential requirements of the employee's position at the time the plan is approved by the supervisor and assistant superintendent of educational services. For employees hired *prior* to November 22, 2010, classes that are necessary to maintain a valid credential which is required for employment with LPVROP are not eligible.

7. Hours cannot be earned during La Puente Valley ROP scheduled assignment.

If authorized by superintendent, conference or workshop fee may be paid by La Puente Valley ROP.

8. No more than one step advancement will be allowed each year. Part-time staff employed less than 20 hours per week will be allowed one step advancement every other year.
9. Effective in September of each year. Activities must be completed between July 1 and June 30 of the current year to advance a step in September. Credit for activities may not be carried over from one year to another. All official documentation must be provided no later than July 10 for step advancement to occur.
10. Staff development step advancement will not take place until satisfactory official documentation is received by human resources. Satisfactory verification of completion must be provided not only for hours of attendance in specific workshops but also for title and content (e.g., conference agenda).

La Puente Valley Regional Occupational Program

Certificated Professional Growth and Staff Development Planning Form

Name: _____ Date: _____
(Please Print)

1. GOAL(S) STATEMENT: Describe your goal(s) as they relate to your present position and your annual performance objectives. List below the activities/classes you intend to pursue to meet your goal(s).

2. List of Objectives (Classes/Activities) to Meet Above Goal(s):

Applicant's Signature

Program/Site Supervisor's Signature

3. Attach this form to the "Certificated Professional Growth Approval Form."

La Puente Valley Regional Occupational Program

Professional Growth and Staff Development Approval Form

Name: _____ Position/Subject: _____
 (Please Print)

Current Educational Level: () HS () AA () BA () MA Vocational Credential Subject Area: _____
 () Full-Time Employee
 () Part-Time Employee

COLLEGE UNITS FOR PROFESSIONAL GROWTH

SCHOOL	COURSE #	COURSE TITLE/DESCRIPTION	*QTR. UNITS	SEM. UNITS	DATE ADDED	PROGRAM/SITE SUPERVISOR SIGNATURE	ASST. SUPT. of ED. SERVICES APPROVAL	DATE APPROVED	** HUMAN RESOURCES DEPARTMENT VERIFICATION OF COMPLETION

PROFESSIONAL GROWTH EQUIVALENT UNITS OR STAFF DEVELOPMENT HOURS

DATE OF ACTIVITY	DESCRIPTION	CODE	CATE-GORY	HOURS	PROF. GROWTH EQUIV. UNITS	DATE ADDED	PROGRAM/SITE SUPERVISOR SIGNATURE	ASST. SUPT. of ED. SERVICES APPROVAL	DATE APPROVED	** HUMAN RESOURCES DEPARTMENT VERIFICATION OF COMPLETION

TOTAL UNITS _____ DATE COMPLETED: ____/____/____

CATEGORIES

- 1 - Related Work Experience to Upgrade Skills
- 2 - Industry Sponsored Courses
- 3 - ROP/Adult Education Courses
- 4 - Commercial Classes
- 5 - Professional Conferences (unpaid)
- 6 - Inservice Training Programs (unpaid)

PROF. GROWTH EQUIVALENCY

- (40 hours = 1 Unit)
- (20 hours = ½ Unit)
- (20 hours = ½ Unit)
- (20 hours = ½ Unit)
- (20 hours = ½ Unit)
- (20 hours = ½ Unit)

VERIFICATION: I certify that to the best of my knowledge, the information on this form is accurate.

Signature of applicant

Date

HR USE ONLY:

APPROVED
 MOVED FROM: _____

MOVED TO: _____

DENIED
 Reason: _____

CODE: S = Staff Development
 P = Professional Growth

*1 Quarter Unit = 2/3 of a Semester Unit

** For Acceptance, A Grade of "C" or Better is Required

La Puente Valley Regional Occupational Program

Professional Growth or Staff Development
Validation of Attendance

Employee's Name: _____ Position/Assignment: _____

Name of Conference*: _____

Sponsoring Agency: _____

Date(s) of Conference: _____

Table with 4 columns: Description of Activity, Hours of Attendance, Non-Duty Time Yes/No, and **Signature of Presenter / Evidence of Attendance. Includes a Total Hours For Credit row at the bottom.

PROCEDURE

- 1. Complete form and have signed by workshop presenter(s).
2. Attach agendas, hand-out materials, and any certificates received.
3. Submit to supervisor for staff development or professional growth credit.
4. Supervisor signs and submits to assistant superintendent of educational services for approval.
5. Assistant superintendent of educational services signs and submits to Human Resources Department.

* Use separate form for each conference attended.
** If you are unable to obtain signature, attach evidence of attendance such as agenda, handout materials, etc.

Signature - Employee _____ Date _____

Approval Signature - Assistant Superintendent, Educational Services _____ Date _____

Signature - Program/Site Supervisor _____ Date _____

La Puente Valley Regional Occupational Program

Certificated Professional Growth *Related Work Experience Verification

Name: _____ Date: _____

Position/Subject: _____

Industry Experience: _____ Years: _____ Last Year Worked in Industry: _____

In order to have related work experience qualify for professional growth, it is necessary that new learning experiences be identified on the job. The delineation of the stated objectives will help determine the number of equivalent units which will be granted for the related work experience. These objectives must be specific and measurable.

Employer: _____

Address: _____ Phone: _____

Employer's Representative: _____ Title: _____

Dates of Employment: From _____ to _____ Number of hours per week: _____

Objectives	Employer Rating-Comments
#1.	
#2.	
#3.	

Program/Site Supervisor Approval _____

Date _____

Assistant Superintendent,
Educational Services Approval _____

Date _____

Suggested Rating Scale:

- 1—Accomplished objective
- 2—Made significant progress towards objective
- 3—Failed to make significant progress

Total Hours Worked _____

Total Equivalent Units Earned _____ Date _____

Employer Signature Verifying Ratings,
Comments and Hours

Related work experience to upgrade skills equates as follows:

- 40 Hours/week = 1 unit
- 20 Hours/week = 1/2 unit

Date _____

*Related work experience credit will not be granted for regular work assignments, self employment, employment by relatives, teaching outside La Puente Valley ROP, or work where the individual is employed and paid by La Puente Valley ROP.