

# Maine Township High School District 207

## QUICK REFERENCE GUIDE TO THE PROFESSIONAL GROWTH (PG) PROGRAM

### What is it?

1. An incentive program that rewards teachers who improve their teaching performance through participation in a variety of professional growth activities.
2. Teachers new to the district are assessed by the Administration and placed initially on the salary scale commensurate with experience and professional training.
  - Notification of possible deficient Master's degree
  - Classification of graduate hours sheet
  - Every activity must be pre-approved using the Eduphoria system

### What are my options for participating in the program?

Activities leading to Professional Growth credit:

- |                                              |                                        |                                  |
|----------------------------------------------|----------------------------------------|----------------------------------|
| 1. College coursework (15 undergrad pgu max) | 4. Work Experience (10 pgu max)        | 7. Workshops (20 pgu max)        |
| 2. Leadership experiences (15 pgu max)       | 5. Research (10 pgu max)               | 8. NBPTS- National certification |
| 3. Publication of work (10 pgu max)          | 6. Curriculum development (15 pgu max) | 9. Mentoring a new teacher       |
|                                              |                                        | 10. Other activities as approved |

### How can I be sure I'll get credit?

Steps to follow to receive professional growth credit for approved activities:

1. Fill out Pre-Approval Request Form using Eduphoria and wait for approval to be communicated to you via Eduphoria.
2. Register for and complete the required coursework or activities necessary to earn credit through the sponsoring institution.
3. Submit the required form(s) of verification to the Personnel office by October 1<sup>st</sup> in order to receive the salary increase commensurate with the column change that will be retroactive to the start of the school year.  
*(Note: column changes will occur just once a year beginning with the 2012-2015 Agreement.)*

### What are Vertical Advancement conditions?

1. Proficient rating on one's most recent summative evaluation.
2. Master's Degree within 8 years (Steps) of date of employment or years (Steps) of employment needed to attain the last step of Column I or II.

### What are Horizontal Advancement conditions?

1. From Column I or II to Column III (BA/BS → MA/MS)
  - Master's Degree which meets District approval
  - A minimum of 16 approved units in teaching field
2. From Column III to Column IV
  - 16 approved Professional Growth Units beyond Master's Degree
  - Both in-field and out-of-field coursework may be taken if approved
3. From Column IV to Column V
  - 32 approved Professional Growth Units beyond Master's Degree
  - Both in-field and out-of-field coursework may be taken if approved
4. From Column V to Column VI
  - 48 approved Professional Growth Units beyond Master's Degree
  - Both in-field and out-of-field coursework may be taken if approved
5. From Column VI to Column VII
  - 64 approved Professional Growth Units beyond Master's Degree
  - Both in-field and out-of-field coursework may be taken if approved
6. Column changes will be processed ONCE per school year:
  - Retro to the beginning of the school year for evidence of completion submitted by October 1

## **QUICK REFERENCE GUIDE TO THE PROFESSIONAL GROWTH (PG) PROGRAM (continued)**

### **What happens if the Assistant Superintendent denies my request after my Department Chair approved it?**

Any teacher may appeal the Assistant Superintendent's decision by appealing to the three-member panel composed of the Superintendent, the MTA President and the Principal. Simply send a letter to the Superintendent requesting the appeal.

### **I used to get credit for travel experiences, both foreign and domestic. Can I still get PGU's for travel experiences?**

Beginning with the 2012-2015 Agreement, travel experiences are no longer being recognized for professional growth credit. Traveling abroad as part of a university program that grants graduate credit will still be recognized as college credit.

### **How do I receive professional growth credit for earning my national certificate through the National Board for Professional Teaching Standards?**

A teacher must possess an approved Master's degree before pursuing national board certification. Upon earning national certification, a teacher may elect to receive sixteen (16) pg units on a one-time basis. Teachers who complete all of the NBPTS coursework, but fail to be awarded the certificate, will earn three (3) pg units upon submission of the appropriate documentation.

**Is it true that the district no longer accepts online courses for professional growth credit?** No, it is not true that all online courses are prohibited for professional growth credit. Online courses, if approved, will grant credit in one of two ways:

- 1) If the offering institution accepts the online course for transfer credit into their own graduate programs then the course will earn whatever graduate semester hours are provided;
- 2) If the offering institution does NOT accept the online course for transfer credit into their own graduate programs then the course will earn workshop credit based on the number of instructional hours dictated by the institution;

It is the responsibility of the teacher to submit, through the Eduphoria system, proof or documentation that the providing institution does accept an online course for transfer credit.

### **How do I qualify for the Master Teacher Stipend?**

All teachers who earn a Proficient or Excellent rating will receive a Master Teacher Stipend (MTS) beginning with the school year AFTER the school year in which the teacher has been compensated at the Column VII Step 30 rate.

**Can I get professional growth credit for summer curriculum work for which I am being paid?** The general rule of thumb is that you cannot "double dip" such that you get rewarded in more than one manner for the same activity. For example, if you are being paid at the \$30/hour curriculum development rate then you cannot also receive professional growth credit. Another example of double dipping that is prohibited occurs when a staff member is released from a day of work (professional business day) to attend a workshop and also submits the workshop hours for professional growth credit.

### **HELPFUL HINTS**

1. One Professional Growth unit = 1 Semester hour: 1 quarter hour = 2/3 Semester hour.
2. Staff members currently placed on Column I or II may earn no more than six (6) pg units of college/university coursework during each semester of the school year. Staff members currently placed on Columns III-VI may earn no more than nine (9) pg units per semester during the school year. Staff members have no maximum limit for academic credit taken during summer sessions with the exceptions of the career limits per category described above.
3. Each class taken on sabbatical must be pre-approved.
4. No approval for P.G. credit given when release time and/or paid remuneration is given to teacher for those units.
5. Once a teacher reaches Column VII and continues to take coursework requiring the payment of tuition, the cost of the tuition and mandatory lab fees may be reimbursed for up to \$500 per school year.