CERTIFICATED PROFESSIONAL DEVELOPMENT

Per the SEA Collective Bargaining Agreement (Article 29.0), each certificated staff member may access up to 1.5 days of substitute time (or the equivalent in cost) provided annually to support educator – selected professional development. This support is pro-rated according to individual employee’s contracted FTE (e.g. 1.0 FTE, 0.8 FTE, etc.)

29.1 Each year of this agreement, the District shall support educator-selected professional development. The District agrees to provide a budget allocation equal to the cost of one and one-half day substitute days for each certificated FTE. Each certificated employee will be given an opportunity to visit other classrooms, attend conferences, work to obtain the Professional Certificate, or engage in other forms of self-selected professional growth that supports the individual’s professional growth plan or the building’s school improvement plan. If the employee elects to pursue professional development outside of the contract day in lieu of hiring a substitute, with pre-approval of the administrator the allocation may be used to provide individual compensation, to be paid at the cert hourly rate. See also Section 32.20 for additional permissible use of this budget allocation.

This Professional Development allocation may be used to:

✓ Pay for a substitute in order to:
  ▪ Observe another teacher
  ▪ Visit another school
  ▪ Attend a class/workshop during contract hours
  ▪ Work on your ProTeach portfolio
  ▪ Work in support of assessment administration or analysis (per Section 32.20)
✓ Pay for registration/travel for a conference or class
✓ Or engage in other forms of self-selected professional growth that supports the employee’s growth plan or the building’s school improvement plan.
✓ If the employee elects to pursue professional development outside of the contract day in lieu of hiring a substitute, with pre-approval of the administrator the allocation may be used to provide individual compensation, to be paid at the cert hourly rate.

Part-time certificated staff (i.e. those with less than 1.0 FTE contracts) may also use these funds to pay themselves (via an Extra Pay Form) for professional development work completed outside of their regular contracted work hours (e.g. participating in a meeting or training that occurs beyond the partial employee’s contracted work day). In such an instance, available funds would be pro-rated per the part-time employees contracted FTE.

To access this support, you must either USE IT or *DESIGNATE ITS USE by February 1.

29.1.1 All funds not committed by the individual as of February 1 shall be pooled within each building for members to apply for additional reimbursements of up to the value of one release day, with an application window between March 1st and June 1st. Funds will be distributed using the decision-making process in Section 63.0 until the pool has been exhausted.

29.1.2 All funds not committed by buildings as of June 1st shall be pooled for support of certificated instructional staff professional development by the Instructional Department.

*NOTE: In some instances the educator-selected professional development may be occurring after Feb. 1 (i.e. the deadline for use). Administrative permission is required to DESIGNATE the use of funds beyond Feb. 1.

To designate the use of your 29.1 Professional Development allocation

Complete this form and submit to your administrator for approval.

Name: _____________________________________________________________________________

I would like to use my 29.1 Professional Development allocation for: _________________

_________________________________________________________________________________

The date(s) of this Professional Development: ________________________________

HR 10/2018