

North Orange County Regional Occupational Program
PROFESSIONAL GROWTH
ROP AR 4131.5

Administrative Regulation

Certificated Personnel

The ROP Certificated Professional Growth Program has been developed with the following assumptions in mind:

1. Instructors are professional educators who will, if given the opportunity, choose quality activities that will ultimately increase student achievement.
2. Instructors are the best determiners of their own professional goals and needs.
3. Instructors should determine which professional growth activities will contribute to their performance, competence, or effectiveness in career technical education.
4. Different activities are growth-producing for different people; collaborative activities and individual activities are effective for instructors.
5. Support for instructors in planning their programs of professional growth should be available.

Certificated Professional Growth Committee

The Certificated Professional Growth Committee shall consist of PLC (Professional Learning Community) Lead Teachers who will serve as Professional Growth Advisors to instructors; two instructional administrators; the Assistant Superintendent, Educational Services; and the Assistant Superintendent, Administrative Services who serves as the chair of the committee.

PLC Lead Teachers will be available and willing to meet with instructors individually to assist them in preparing their plans; and have a technical background in an area that will bring balance to the committee.

The Superintendent will select the instructional administrators to serve on the committee.

The committee will meet four times during the school year in September, November, February and May. Additional meetings may be called if necessary. There must be a quorum of committee members present at each meeting to vote. Professional growth plans of individual instructors will be presented to the committee by the PLC Lead Teacher Advisor. Each activity on the individual plan will be voted on by the entire committee. PLC Lead Teacher advisors will abstain from voting on their personal plans.

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PLC Lead Teacher advisors who serve on the committee are compensated through the PLC Lead Teacher stipend.

Differentiation of Professional Growth and Staff Development Activities

Professional growth level advancement requires committee approval and completion of the equivalent of fifteen (15) semester units. These semester units may be a combination of college or university course work, or other professional growth activities as approved by the committee; such as workshops, conferences or ROPs staff development workshops designated for professional growth. Approved equivalent units of twenty (20) hours equals one semester unit of credit. College courses, including online courses, must be from an accredited institution.

Staff development step advancement requires:

- Administrator approval prior to activity participation;
- A satisfactory or better on most recent instructor performance evaluation;
- Completion of twenty (20) hours of staff development activities.

Instructors employed less than thirty (30) hours per week may advance a step upon completion of 20 hours of staff development activities every two years.

Obtaining Professional Growth Credit

The list of PLC Lead Teacher advisors may be obtained at www.nocrop.org or from the Human Resources Department.

Instructors should select courses or activities for professional growth based on how that course or activity will enhance their instructional effectiveness in the classroom. The *Certificated Professional Growth Manual* and forms may be obtained at www.nocrop.org or from the Human Resources Department.

It is highly recommended that instructors have their professional growth plans approved by the committee before they begin the course or activity. This prevents the completing of a course or activity which may later be denied by the committee. Instructors have up to one year from the date that the course or activity was completed to gain approval by the committee. Courses or activities submitted more than one calendar year past the completion date will not be considered. Once a course or activity is approved by the committee, there is no time limit as to how long it takes the instructor to complete the 15 equivalent semester units to advance a level on the salary schedule. Instructors may, with the approval of the Certificated Professional Growth Committee, split activities and count a portion for professional growth and a portion for staff development.

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Professional growth hours must be completed during non-duty time.

Related Work Experience

Instructors may submit a plan to earn professional growth for related work experience. Related work experience must have prior approval of the committee. In order to have related work experience qualify for professional growth, it is necessary that new learning experiences be identified. The "Related Work Experience Verification" form must be completed by the instructor and the employer listing the objectives. The delineation of the stated objectives will help determine the number of equivalent units the committee may grant. These objectives must be specific and measurable. Related work experience credit will not be granted for self-employment, employment by relatives, or teaching for another organization.

Forty (40) hours of related work experience to upgrade skills equals one semester unit.

Providing Documentation of Completion

It is the instructor's responsibility to obtain completed workshop or conference attendance verification forms, transcripts, grade cards, certificates, the printed agenda for conferences and/or other tangible documentation to verify completion of activities. This documentation should be submitted with the instructor's professional growth plan attached. If all of the documentation is not available at the time the plan is submitted for approval, it must later be forwarded to the Assistant Superintendent, Administrative Services.

In May of each year, instructors are required to complete the Salary Level Change form by June 1st if they anticipate completion of the required fifteen (15) semester units by September 1st. Instructors must submit all tangible documentation to the Assistant Superintendent, Administrative Services no later than September 10th to qualify for a salary increase in September.

Appeal of Adverse Action

The Certificated Professional Growth Committee will sometimes postpone voting on a course or activity when more information is needed. The Assistant Superintendent, Administrative Services and the PLC Lead Teacher Advisor will notify the instructor on what is needed to resubmit the plan. This may require a course description from a college catalog and a written statement by the instructor on how that particular course will enhance the instructor's instructional effectiveness in the classroom and the relevance of the course to the instructor's assignment.

Instructors will receive written confirmation after each meeting on the outcome of the approval process. If a course or activity is denied by the committee, the instructor may write an appeal to the committee specifying the grounds for reversal of the decision. If

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the appeal is denied by the committee, the instructor may request in writing, within ten (10) Work days of receipt 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 to the Superintendent explaining why the course or activity should be approved. The Assistant Superintendent, Administrative Services will make sure the Superintendent receives all of the material submitted to the committee on this issue.

Within ten (10) days after the meeting with the Superintendent, the instructor will receive a written statement of the Superintendent's final decision.

Responsibilities and Rights of Advisors

Professional growth advisors must:

1. Know the Requirements: Know the contents of the professional growth manual and the regulations.
2. Recommend Activities: Meet with the instructor and discuss their proposed instructional goals and activities. The advisor may recommend activities, but does not have the right to compel the instructor to pursue particular activities.
3. Advise Instructors: Advise instructors about the process of approval, about their plans and activities and ask questions, make observations and suggestions and assist the instructor through the process.
4. Assess the Activities: Be knowledgeable about the instructor's instructional assignment and proposed plan to serve as advocate of the instructor to the committee. Determine whether activities identified by the instructor will improve their instructional effectiveness in the classroom. Ask the instructor seeking assistance to explain how or why one or more planned activities relate to his/her present assignment and annual performance objectives.
5. Additions to a Professional Growth Plan: Advise instructors that they must complete a new plan form each time they want to add courses or activities. A complete file of each instructor's professional growth plan and documentation will be maintained in the Human Resources Department.

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6. Outdated Courses or Activities: Notify the instructor that a course or activity added to his/her professional growth plan is too late for submission, if it was completed prior to one year from the date the professional growth plan was submitted to the Professional Growth Advisor.

Responsibilities and Rights of Instructors

1. Professional Growth Goals: It is the responsibility of the instructor to meet with his/her PLC Lead Teacher Advisor to formulate goals that are based on a personal assessment of his or her professional growth needs. The instructor must be prepared to discuss the basis for the goals with the advisor.
2. Professional Growth Activities: The instructor has a responsibility to discuss potential activities with the PLC Lead Teacher Advisor, and to select activities that contribute to his/her competence, performance or instructional effectiveness in the profession of career technical education. The instructor has the right to select his/her professional growth activities; however, these activities must be approved by the PLC Lead Teacher Advisor and the Certificated Professional Growth Committee.
3. Amendments to the Plan: The instructor has a right to change any element of his/her professional growth plan at any time; however, amended goals and activities must be placed on a new Certificated Professional Growth Plan form, and approved by the PLC Lead Teacher Advisor and the Certificated Professional Growth Committee.
4. Record of Hours Spent: The instructor has a responsibility to record accurately the number of clock hours spent on completed activities. The instructor who willfully signs and submits an inaccurate record which he/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 instructor to submit tangible verification of time spent on activities. Reasonable verification could include college transcripts, certificates, workshop verification forms signed by presenters, or other tangible evidence of time spent.
6. Credit for Hours Spent: The instructor has the right to receive full credit for all hours spent on professional growth activities that are not completed during regular duty hours, that are identified on the Professional Growth Plan signed by the PLC Lead Teacher Advisor and approved by the Certificated Professional Growth Committee, and for which reasonable verification of time spent has been accepted by the Certificated Professional Growth Committee.

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7. Completion and Submission of Forms: The instructor has a responsibility to complete the Instructor's Professional Growth Planning form. This form is used in the advisement process with your PLC Lead Teacher Advisor. The instructor must then complete the Certificated Professional Growth Plan form and have the proposed activities signed off by the PLC Lead Teacher Advisor. The PLC Lead Teacher Advisor will then forward the plan to the Certificated Professional Growth Committee for approval.