

Important Professional Growth Information - Updated: July 2022

To: ORCSD Staff

From: Suzanne Filippone, Asst. Superintendent

It is the District's responsibility to make certain that each certified/licensed staff member has a current certification/license on file at the District office. However, ultimately it is the individual staff member's responsibility to ensure that they maintain the certification/Licensure required for their position here at Oyster River.

THREE YEAR RECERTIFICATION REQUIREMENTS

This is a reminder of the *NH Code of Administrative Rules, Ed. 512: Professional Development Master Plan and Recertification* requirements for professional staff recertification in the State of New Hampshire and the requirements of the [ORCSD Professional Growth Master Plan 2019 - 2024](#).

Professional Staff – Professional Growth Requirements are a minimum of:

- **30** clock hours for **each** endorsement area.
- **45** clock hours (total) in the “general” area which include: Character and citizenship; technology; professional skills; knowledge of learners and learning; knowledge of school's role, organization, and operation; exploratory or innovative activities. You are required to earn at least **45** professional growth hours in any or all of these areas. You must earn a minimum of **75** clock hours for your three-year plan (one endorsement).
- Please see the Options for Documenting Professional Learning in the ORCSD Professional Growth Master Plan for additional information regarding additional endorsements.

Certified Paraprofessionals – Professional Growth Requirements are a minimum of:

- **50** Clock hours (total) for: any endorsement area; character and citizenship; technology; professional skills; knowledge of learners and learning; knowledge of school's role; organization and operations; and/or exploratory or innovative activities. You may earn a total of **50** professional development hours in any or all of these areas.

REQUIREMENTS and DEADLINES for Frontline Education's Professional Growth (Formerly MLP)

In order to earn professional development hours, Professional Growth Activity(s) must be entered into the Frontline Education's Professional Growth program and be pre-approved by your supervisor prior to participation in the activity. You will then have **30 days after the completion of the activity** to evaluate and mark it complete. Activities not marked complete within the 30-days will not be approved. All activities must be pre-approved by your supervisor.

When submitting a Professional Growth Activity coursework in Frontline Education's Professional Growth program, an official transcript must be obtained and forwarded to the SAU office at the completion of the course to be kept in your personnel file.

All staff members must enter separate Professional Growth Activity Forms for each early release day workshop and each teacher workshop day. Activities must be marked complete within 30 days of the activity date and must include the topic of discussion and your evaluation. One activity entered for the entire year for these on-going activities will not be approved.

For regularly scheduled building level meetings that are being used for Professional Growth purposes, such as early morning dialogue, staff meetings, department or committee meetings that occur on a regular basis throughout the year staff growth credit can be earned. However, if these meetings are geared more toward house keeping or other non-professional growth topics, professional growth will not be given. Please note that these activities still require pre-approval by your supervisor unless the activity has been or will be entered as a group at the building level.

ALLOCATION OF EARNED PROFESSIONAL DEVELOPMENT HOURS

Individual activity hours are to be allocated into either an endorsement area or general area. A single activity cannot be allocated to two separate areas. The only way that can be done is by creating separate activities and dividing the hours among them.

UNH TUITION WAIVER PROGRAM

UNH graciously awards Oyster River an allotment of funds each year that allows our employees to take courses at UNH tuition free. This is not a reimbursement program through Oyster River; it is a waiver program through UNH at no cost to the District.

In order to be eligible for a tuition waiver for courses at the University of New Hampshire, professional staff must complete the Application for *UNH Tuition Waiver form*, have their building principal sign and date the form and include a *Statement of Direct Benefit to Oyster River* for you taking this course(s), and forward the original form and statement of direct benefit to Wendy at the Central Office for approval by the Assistant Superintendent prior to registering for courses. Once approved and signed by the Assistant Superintendent the form is returned to the staff member. The staff member will then bring the signed form to UNH to register for the course(s). The UNH Waiver Funding is prioritized through the Fall and Winter sessions with course allowance offered to professional staff first and is currently unlimited; Administrators are given the second option to take courses and are limited to three courses per school year. If there are available funds remaining for the Spring session, the District will open this up to other support staff on a first come first serve basis. It is the responsibility of the support staff to contact Wendy in the Spring for Waiver availability.

TUITION REIMBURSEMENT

In order to be eligible for tuition reimbursements for graduate courses taken at schools other than the University of New Hampshire, Durham, the professional staff member must complete the Request for *Pre-Approval of Tuition Reimbursement form*. This form is to be used when a course is not offered at UNH and the course has been deemed, by the school principal, to be necessary for the continued professional growth of the staff member and will be beneficial to the District's mission. The school principal will utilize this form to request approval from the Superintendent to reimburse the staff member for tuition only; all other fees associated with coursework are the responsibility of the staff member. Justification must be attached to this form prior to submitting it to the Superintendent for approval. Please note that all available funds for reimbursement are based on annual budgeted amounts at the individual schools.

SALARY TRACK CHANGES

450 Clock hours or **30** graduate credits are required to move to BA+30 or MA+30.

To move to the BA+30 salary track, 30 graduate credits (or 450 clock hours) must be earned after the date of an earned bachelor's degree. To move to the MA+30 salary track, 30 graduate credits (or 450 clock hours) must be earned after the date of an earned master's degree. Each credit of university course work equals 15 clock hours. Per the Board/Guild Agreement, clock hours earned while employed in the Oyster River School District may be converted to credits for advancement on the +30 – salary schedule at the rate of 15 hours = 1 credit. Hours earned in other district(s) cannot be similarly converted. An earned degree is required to move to MA or 2MA/CAGS/DR tracks.

TRACK CHANGE PROCEDURE

Professional staff members must notify the Superintendent in writing, via Wendy, by November 30th in the year prior to the year of your anticipated track change. This means you must notify the Superintendent by November 30, 2022, if you expect to be eligible for a track change at any time between July 2023 and June 2024.

If the Superintendent has received prior notice, send written notification to the HR Coordinator at the SAU office when you have completed your 450 hours of staff development (or the appropriate combination of hours and credits) and are eligible for a track change. At the time of notification, it will be necessary to provide supporting documentation such as official transcripts if they are not already in your personnel file. Once the information has been verified and approved, Wendy will arrange for a new contract to be issued to you.

THREE YEAR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Three-year Professional Growth Plans are required to be reviewed and revised each year by the professional staff member and their supervisor. A minimum of one active goal must be in place. All 3-year plans are to be entered into the staff member's Frontline Education's Professional Growth portfolio. For details regarding timelines, professional development plans, process, annual reviews, etc. See the [2020-2025 Final Guild Agreement](#).

Certified staff members working in non-certified positions such as tutors, paraeducators, etc. must have a 3-year individual professional growth plan. This is required for the District to track recertification hours and recommend for renewal.