



BOOK: Employee Handbook Administrative Guideline

PART: I – All Employees

SECTION: 3.23

TITLE: Licensure/Certification – Growing our Own

Staff Professional Development Options

Designed for current employees who have a desire to add additional certifications and/or degrees. Requires Administrative endorsement and approval.

Progress towards additional certifications and/or degrees can be supported in two manners.

For those without a current Associate Degree (2 year)

Option 1 – The District will pay for enrollment at Northcentral Technical College for completion of the Teaching Academy. Can be completed 100% online as an option. Nine (9) credits required for the completion of the Intro to Education Certificate.

Option 2 – The District will pay for enrollment at Northcentral Technical College for completion of the Foundations of Teacher Education Associate Degree. For credits earned beyond the Teaching Academy (9) certificate, employees are required to maintain 5 years of service to the District OR reimburse the tuition costs paid by the Districts. For each year of service; the tuition reimbursement requirement is reduced 20% per school year.

For those with a current Associate Degree (2 year) who are pursuing a Bachelor's Degree

The District will pay for credits enrolled at a University, which offers a teaching certificate program endorsed by the Wisconsin Department of Public Instruction. For credits paid by the District, employees are required to maintain 5 years of service to the District OR reimburse the tuition costs paid by the Districts. For each year of service; the tuition reimbursement requirement is reduced 20% per school year.

For those with a current Bachelor's Degree (4 year) who are pursuing certification or additional certifications.

Option 1 - The District will pay for credits enrolled at a University which offers a teacher certification program endorsed by the Wisconsin Department of Public Instruction. For credits paid by the District, employees are required to maintain 5 years of service to the District OR reimburse the tuition costs paid by the Districts. For each year of service; the tuition reimbursement requirement is reduced 20% per school year.

Option 2 - The Employee will pay for credits enrolled at a University which leads to additional certification. The employee may request additional compensation (salary) utilizing Employee Handbook Language.

Handbook Part II, Section 3.02 – Provisions for Graduate Study

Teachers shall be compensated in accordance with the degrees and advanced preparation they have. Professional development shall be subject to the following conditions:

- A. Courses must be considered of graduate difficulty unless taken to fill a definite need in the school curriculum as determined by the Board or its designee.*
- B. Credits for courses and request for professional growth compensation must be approved by June 15th by the Board or its designee to be eligible for the following academic (fiscal) year (Appendix Part II – 3.02).*
- C. A grade of "B" or better must be achieved or a grade acceptable for credit at the institution at which the teacher is studying must be achieved.*
- D. Teachers completing six (6) graduate level credits approved by their building Principal and Superintendent shall be compensated \$750.00 annually upon completion.*
- F. Teachers shall submit to the District Office a transcript of credit or PPG recognition request (that has been pre-approved by their immediate supervisor/principal and the superintendent) by January 31st to request professional growth compensation for the following fiscal year.*
- G. Professional Growth compensation is paid in a lump sum in the initial year and added to salary in subsequent years.*

BOE REVIEWED FEBRUARY 20, 2023