

## North Orange County Regional Occupational Program

# Administrative Regulation

ROP AR 4131.5(a)

### Certificated Personnel

#### PROFESSIONAL GROWTH

The ROP professional growth plan has been developed with the following assumptions in mind:

1. Instructors are professionals who will, if given the opportunity, choose quality activities that will ultimately lead to improved opportunities for students.
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 preparation education.
4. Different activities are growth-producing for different people; collaborative activities and individual activities are effective for different 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 twelve instructors who will be peer advisors to instructors; two instructional administrators; the assistant superintendent, educational services; and the assistant superintendent, administrative services as the chair of the committee.

Advisors will serve a three-year term on the committee, with one-third rotating off every year. If there is a shortage of candidates for the committee, advisors may be asked to serve additional terms. To be an advisor and member of the committee, instructors must have been employed by the ROP for a minimum of two years; and be a participant in the professional growth process or be on Level V of the salary schedule; 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 administrators to serve on the committee.

## PROFESSIONAL GROWTH

## ROP AR 4131.5(b)

The committee will meet four times during the school year in November, January, March and June. Additional meetings may be called if necessary. There must be a quorum of nine committee members present at each meeting to vote. Professional growth plans of individual instructors will be presented to the committee by the instructor's advisor. Each activity on the individual plan will be voted on by the entire committee. Advisor's will abstain from voting on their personal plans.

Professional growth advisors may earn up to ten hours of staff development credit each year for serving as an advisor to instructors and for attending the professional growth committee meetings and activities.

### **Coordination of Staff Development and Professional Growth Activities**

Professional growth advancement requires committee approval and completion of the equivalent of 15 semester units. These semester units may be a combination of college or university course work or equivalent units for workshops or conferences, adult education or ROP courses, continuing education units (CEU=s), or specified ROP staff development workshops that have been designed for both staff development and professional growth. Approved equivalent units of 20 hours equals one semester unit of credit.

Staff development credit is used for advancement down the steps of the certificated salary schedule. Staff development step advancement requires a satisfactory or better performance evaluation and the completion of 20 hours of staff development activities, which are approved by the instructor's administrator. Part-time instructors, who are employed less than 20 hours per week must complete 20 hours of staff development every two years. Part-time employees are eligible for a staff development advancement every two years.

### **Obtaining Professional Growth Credit**

Instructors must select a professional growth advisor from the list sent to all instructors each year. The list of advisors may also be obtained from the Human Resources Department.

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

## PROFESSIONAL GROWTH

## ROP AR 4131.5(c)

It is recommended that instructors have their professional growth plans approved by the committee before they begin the course or activity. This eliminates the problem of completing a course or activity which is later 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. All courses or activities that are not approved by the committee within the one-year time limit will not be considered. Once a course or activity is approved by the committee, there is no time limit on how long it takes the instructor to complete the 15 equivalent semester units to move over a level on the salary schedule. Instructors may, with the approval of the professional growth committee, split activities and count a portion for professional growth and a portion for staff development.

When instructors take computer courses from ROP, adult education, or private schools, the hours of credit approved by the professional growth committee is based on the average hours required to complete specific software programs. For example, the committee will typically approve up to 60 credit hours for each software program learned, such as word, excel, access, or power point. If instructors have already learned specific software and are upgrading their skills to a newer version, they can only earn up to 20 hours.

Instructors may earn professional growth for the passing industry certifications (see table 1).

Professional growth may be earned for all activity hours that are not completed during regular assigned work hours. Time spent for luncheons with a speaker may be counted.

### **Related Work Experience**

Instructors may submit a plan to earn professional growth for related work experience. 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 must have prior approval of the committee.

Related work experience credit will not be granted for self-employment, employment by relatives, or teaching for another organization.

Forty 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 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 1<sup>st</sup> if they anticipate completion of the required 15 semester units by September 1<sup>st</sup>. Instructors must submit all tangible documentation to the Assistant Superintendent, Administrative Services no later than September 10<sup>th</sup> to qualify for a salary increase in September.

**Appeal of Adverse Action**

The committee will sometimes postpone voting on a course or activity when more information is needed. The Assistant Superintendent, Administrative Services and the advisor will both 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 effectiveness in the classroom and the relativity 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 the appeal is denied by the committee, the instructor may request in writing, within ten work days of receipt of the denial, a meeting with the Superintendent.

A meeting with the Superintendent will be scheduled within ten 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 days after the meeting with the Superintendent, the instructor will receive a written statement of the Superintendent=s final decision.

## PROFESSIONAL GROWTH

ROP AR 4131.5(e)

### 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 the proposed goals and activities. Suggest advantages of where, when and how to take activities, e.g., when completing a degree program, take the courses first that would easily be approved by the committee and saving those that would not be approved for later. 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. The advisor must 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 augment competencies, performance, and/or 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. Instructors should be advised that they should complete a new plan form each time they want to add courses or activities. A complete file of each instructor's professional growth plan forms will be maintained in the Human Resources Department.
6. Outdated Courses or Activities. If a course or activity on a new plan form was completed prior to one year from the date the advisors receives the plan form, the advisor will notify the instructor that it is too late for submission.

### Responsibilities and Rights of Instructors

1. Professional Growth Goals. The instructor has a responsibility to formulate professional growth goals, to discuss the goals with an advisor and to develop activities to meet these goals, and to have the approval of committee on these

activities.

## PROFESSIONAL GROWTH

## ROP AR 4131.5(f)

The instructor also has a responsibility 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 Advisor. The instructor has a right to choose his or her own professional growth advisor or advisors from the list provided by ROP.
3. Professional Growth Activities. The instructor has a responsibility to discuss potential activities with the advisor, and to select activities that are likely to contribute to his or her competence, performance or effectiveness in the profession of career education. The instructor has the right to select his or her professional growth activities, but they must be approved by the advisor and the committee.
4. Amendments to the Plan. The instructor has a right to change any element of a professional growth plan at any time; however, amended goals and activities must be placed on a new plan form, and approved by the advisor and the committee.
5. Record of Hours Spent. The instructor has a responsibility to record accurately the number of clock hours that have been spent on completed activities. The instructor who willfully signs and submits an inaccurate record which he or she knows to be false is subject to the penalties for perjury and unprofessional conduct.
6. 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, conference or workshop verification forms signed by presenters, agendas and handout materials, or other tangible evidence of time spent.
7. 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 assigned hours, that are identified on the Professional Growth Plan signed by the advisor and approved by the committee, and for which reasonable verification of time spent has been accepted by the committee.
8. Completion and Submission of Forms. The instructor has a responsibility to complete the "Individual Certificated Professional Growth Planning Form" and to submit this form to his or her professional growth advisor for discussion. The instructor must then complete the A Certificated Professional Growth Plan form and

have the proposed activities signed off by the advisor. The advisor will then forward the plan to the committee for approval.

**PROFESSIONAL GROWTH**

**ROP AR 4131.5(g)**

**TABLE 1: INDUSTRY CERTIFICATIONS**

<b>Pathway</b>	<b>Name of certification</b>	<b>Professional Growth Hours</b>
<b>Automotive/Power Energy Transportation (PET)</b>	ASE (Automotive Service Excellence)	20 per test
	I-CAR (Auto Collision Industry)	
<b>Floral/Agriculture</b>	California Certified Nurseryman (CCNPRO and CCNPRO Advanced)	25 each
	Master Gardener	
<b>Business/Accounting</b>	Microsoft Office User Specialist (MOUS) Master (5 tests) OR coursework	20
	MOUS Expert in Word OR Excel	4 each
	Enrolled Agent/IRS (income tax preparation)	50
<b>Culinary</b>	Certified Chef de Cuisine (CCC)	8
	Certified Culinary Educator (CCE) OR Certified Executive Chef (CEC)	8
<b>Industry/Technical</b>	NIMS (National Institute of Metalworking Skills): 3 levels (20 for each)	60
	LA City Welding Test	40
	American Welding Certification	10
	EPA Certification, Section 608	12
	Electrical code tests (3)	25 each
	International Conference of Building Officials (ICBO) Certified Plumbing Inspector	20
<b>Information Technology</b>	A+ (computer hardware and OS)	20 each
	iNet+ (Internet skills)	20
	Net+ (network technology)	20
	Server+ (server administration)	20
	CISCO: Cisco Certified Network Associate	40
	CIW (Certified Internet Webmaster)	10
	MS Exchange Server	30
	Networking Essentials	30
<b>Health Occupations</b>	Certified Professional Coder	45
	Certified Medical Assistant	
	PTCB (national certification for pharmacy technicians)	12
	Basic Emergency Medical Technician (EMT) certification	12

Revised: June 21, 2006

Adopted: July 16, 2002