



OXNARD UNION HIGH SCHOOL DISTRICT

PROFESSIONAL GROWTH/SALARY ADVANCEMENT APPLICATION

NAME: _____ **EMPLOYEE ID:** _____

CURRENT JOB ASSIGNMENT: _____ **SITE:** _____

The District is committed to support Professional Growth (PG) to increase the knowledge, understanding, and skills of all Teachers and Paraeducators in order to improve student achievement.

PROFESSIONAL SALARY ADVANCEMENT PLAN CERTIFICATED PERSONNEL

Application and official transcript(s) must be submitted to Human Resources **no later than October 15** to qualify for salary advancement in the current school year. **NO EXCEPTION.** Please refer to Article 16.10 of the Certificated Collective Bargaining Agreement for full details.

Salary advancement will be granted to employees for upper division or graduate courses that meet one (1) of the following criteria:

Courses must meet one of the following criteria:

- Course must be in the individual’s major or minor or pertain to the individual’s current contract assignment.
- Course must be professionally applicable.
- Course work taken to prepare for subject areas outside of a teacher’s major or minor will be granted salary column approval upon said subject authorization on the teacher’s credential.

I expect to move from Class _____ to Class _____ for the _____ School Year.

PROFESSIONAL GROWTH FOR PARAEDUCATORS

There are two different ways to earn professional growth for Paraeducators. One (1) stipend is earned for every 15 professional growth credits or a certificate is earned by meeting the requirements as outlined in the Paraeducator Collective Bargaining Agreement. Please refer to Article 26 of the Paraeducator Collective Bargaining Agreement for full details.

Professional Growth Certificate Requirements:

- Coursework must be approved in advance by HR.
- 1 course from each: English, mathematics, and literature. Electives may include courses in education, computer technology, conversational Spanish, psychology, multicultural studies, English language learners and disability/special education studies.
- A maximum of 3 units of work experience as a Paraeducator in the District may be credited toward this certificate after a minimum of two years of employment.
- Once coursework is complete, official transcripts must be turned into Human Resources. HR will process upon verification.

Stipends Requirements (Stipends are cumulative. No employee may earn more than 3 stipends)

- 18 clock hours of coursework or conference/seminar/workshop participation shall constitute the equivalent of one PG credit (Attendance must be approved by HR).
- Official certificate of completion and a written report must be submitted to earn credit for participation in a conference, seminar, or workshop. Certificate must indicate the number of hours completed.
- Official transcript required for course work.
- Max of 15 PG credits may be earned during period of 2 years. The 2-year period ends on May 31st of the second year of each stipend level. 5 of 15 growth credits may be earned in workshops.

APPLICANT SIGNATURE: _____ **DATE:** _____

ASSISTANT SUPERINTENDENT HR SIGNATURE: _____ **DATE:** _____

Note: An “Official Transcript” is received directly from the issuing institution. We consider most hand carried transcripts “official” as long as they are received sealed in their original tamper evident envelope with all security marks intact. “Official” transcripts exposed outside of our chain of custody (ie: the envelope is inadvertently opened by the employee), are considered spoiled and cannot be used as official.