



# Oxnard Union High School District

## **PROFESSIONAL GROWTH/SALARY ADVANCEMENT APPLICATION**

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. Prior approval of coursework, conference, seminar, or workshop by Human Resources (HR) is needed. Please complete and submit application below.

If you contemplate additional coursework which will affect a change in your **class placement** on the salary schedule, please complete and return to the District Human Resources Office by **JUNE 1<sup>st</sup> of the school year in which the salary credit will be given – NO EXCEPTIONS.**

### **PROFESSIONAL SALARY ADVANCEMENT PLAN CERTIFICATED PERSONNEL**

Salary advancement will be given to employees for **UPPER DIVISION** courses. Please note that one (1) quarter unit is equivalent to 2/3 semester unit.

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 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. I have a clear credential and will earn \_\_\_\_\_ units beyond my BA/MA Degree **PRIOR TO OCTOBER 15 - NO EXCEPTIONS.**

Before a class change can be made, **official transcripts** must be on file with the District Office for all units earned **PRIOR TO OCTOBER 15 of the school year in which the salary credit will be given-NO EXCEPTIONS.** Please list the courses you intend to pursue for the salary advancement.

---

### **PROFESSIONAL GROWTH FOR PARAEDUCATORS**

There are two different ways to earn professional growth for Paraeducators, one 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 (P-CBA Article 26). Please refer to P-CBA 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 max 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 31<sup>st</sup> of the second year of each stipend level. 5 of 15 growth credits may be earned in workshops.

