

Book	Policy Manual
Section	300 Administrative Employees
Title	Professional Growth Guidelines
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Purpose

Continued professional study, and inservice training, are prerequisites for continued professional growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all administrative personnel.

Guidelines

All administrators are expected to further through graduate study, special study, or inservice training personal advancement in accordance with these guidelines.

Professional Organizations

Members of the professional administrative staff are encouraged to join and participate in the activities of professional education associations and vocationally oriented organizations. Fees for membership in professional, vocationally oriented associations approved annually by the Director and submitted to the Operating Committee for approval will be reimbursed to staff members upon presentation of evidence verifying membership.

Credit Reimbursement

The Operating Committee shall pay full credit reimbursement for up to nine (9) credits per year for courses of study directly related to the administrator's duties and with the pre-approval of the Director.

Continuing Education and Workshops

The administrative employee shall be reimbursed the full cost of attending workshops, seminars, etc. that directly relate to administrator's duties and as approved by the Director and Operating Committee.