

404.4 STAFF DEVELOPMENT PROCEDURES

All certified staff members are encouraged to improve their professional competency by taking advantage of graduate courses and workshops offered by accredited colleges or universities, the Department of Education approved staff development program of the AEA, or developed by the Muscatine School District.

Credit for such approved activities shall apply for horizontal advancement on the salary schedule if approved by the superintendent or his or her designee. In no case shall a staff member move from one degree rank to another (BA to MA) on the salary schedule without completion of the requisite degree program. However, complete horizontal movement is allowed within a degree rank (BA to BA+15, BA+15 to 30).

A staff development credit for salary advancement purposes shall be considered equivalent to one semester hour of college or university credit and shall at a minimum be calculated on the basis of one credit for every fifteen (15) class contact hours completed. No partial credit shall be accepted.

To secure salary adjustments for staff development activities, the staff member must file the lane change approval request by February 28th of the year preceding the lane change and furnish all necessary supporting data to the superintendent no later than September 1. When an activity is taken for college or university credit, an official transcript is required. If the activity is not taken for college or university credit, a "verification of credit earned" form must be provided by the person in charge of the staff development activity.

This policy will not be retroactive. No staff development credit and/or certificate renewal credit completed before the adoption of this policy will be applied to salary schedule advancement.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding professional development of such employees will be followed.

The pre-approval Process is required for any course to apply towards movement on the salary schedule.

LEG REF: Iowa Code §§ 279.8; 294.
281 I.A.C. 12.7.

APPROVED: 06/13/88 REVIEWED: 03/10/14 REVISED: 08/08/16 REVISED 2/14/2022