

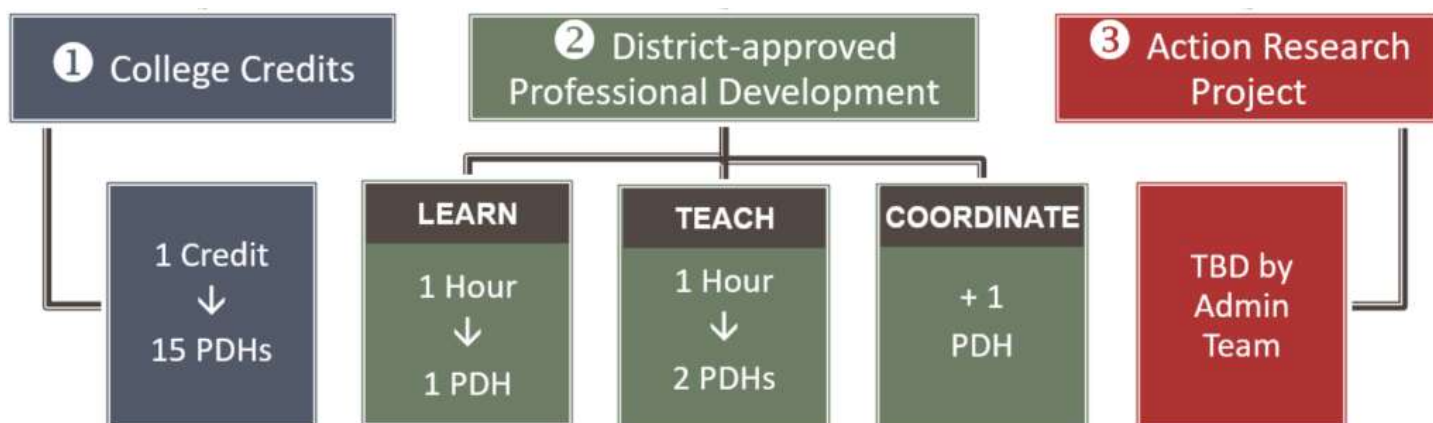


Certified Staff Professional Development Guide

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1 College Credits

Description	Courses taken at a technical school or university.
Examples	<ul style="list-style-type: none">♦ Master's courses♦ Graduate courses♦ Undergraduate courses♦ Technical college courses
Approval	Must be approved by your supervisor and the admin team prior to beginning the course (submit the PD Approval Form)
PDH	1 Credit → 15 PDHs

Examples:

- Courses included in a pre-approved Master's program.
- Courses outside of a Master's program that pertain to position, both in the classroom and online.
- Courses toward a 316 or 317 reading license.
- Courses from UW Stout, UW Superior, Viterbo, UW River Falls, St. Thomas, Learner's Edge, Gilder Lehrman, etc.

2 District-Approved Professional Development

Description	<u>In-District</u> Classes offered in district taught by staff or subject matter experts.	<u>Out of District</u> Classes, workshops, conferences offered outside of the district.
Examples	<ul style="list-style-type: none"> • Mental health seminars • Technology training • Instructional learning • Curriculum training • Special education training • Essentials training 	<ul style="list-style-type: none"> • PLC Institute • CESA workshops • Education conferences • CPI training • CPR/first aid training • And more
Approval	Automatically pre-approved if listed on the PD web page	Requires pre-approval from your supervisor and the admin team (submit the PD Approval Form)
PDH	LEARN: 1 Hour → 1 PDH TEACH: 1 Hour → 2 PDHs COORDINATE: + 1 PDH	LEARN: 1 Hour → 1 PDH

Examples:

- Aristotle Borderless Classroom
- COVID Is Still Here
- Culturally Responsive Classrooms
- Google 101
- Google Classroom
- Helping Children Manage COVID-19 Realities
- How the Power of Family Engagement Changes Trajectories of Students/Teachers
- Introduction to Autism Spectrum Disorders
- Kami 101
- Makerspace Classes
- Parent University
- Pear Deck 101
- School-based Suicide Prevention Gatekeeper eCourse
- Seesaw Pioneer Training
- The Science of Reading Parts 1, 2 3
- Trauma Sensitive Schools Professional Development
- Zones of Regulation

3 Action Research Project

Description	Independent research-based project focused in an area of interest that aligns with district goals. May be completed individually or with a group of your peers.
Examples	<ul style="list-style-type: none">♦ Standards-based grading research♦ In-depth book study and presentation♦ Student achievement research project & presentation
Approval	Must be approved by your supervisor and the admin team prior to beginning the project (submit the PD Approval Form)
PDH	TBD by Supervisor & Admin Team

Examples:

- Book Study: Whole Brain Teaching for Challenging Kids (HS special ed team)
- Book Study: Help for Billy (Special education team)
- Book Study: Fostering Resilient Learners
- Summer Research/Job Shadows for ACP curriculum (HS team)
- Chronic Absenteeism research and staff PD (Pupil Services team)
- Trauma Sensitive Schools research and staff PD (Pupil Services team)
- Book Study: The Science Behind the Genius (Montessori team)

PDH Approval Criteria

Are you wondering what to do for your PDH hours? Do you have an idea for PDH, but aren't sure if it will be approved? Read on! The criteria and examples below should help you get on the right track to earning PDH. You do not need to submit this form with your request – it is simply a tool to help you select suitable PDH opportunities. If you still have questions, or if you have suggestions for this document, please contact your supervisor. **Happy learning!**

General Criteria

- PDH aligns with district goals and initiatives.
- PDH aligns with one or more of the PI34 Wisconsin Teaching Standards:
 1. Teachers know the subjects they are teaching.
 2. Teachers know how children grow.
 3. Teachers understand that children learn differently.
 4. Teachers know how to teach.
 5. Teachers know how to manage a classroom.
 6. Teachers communicate well.
 7. Teachers are able to plan different kinds of lessons.
 8. Teachers know how to test for student progress.
 9. Teachers are able to evaluate themselves.
 10. Teachers are connected with other teachers and the community.
- PDH is relevant to educator's current or future role within the district.
- PDH is not part of regular teacher duties (i.e. committee work, prepping or differentiating your own instruction, grading papers, creating lesson plans, curriculum work, etc.).
- PDH takes place outside of the scheduled workday (7:45 a.m. – 3:45 p.m.). After school PDH must start at 3:45 p.m. or later.
- Educator is not compensated financially for attending the PDH.
- PDH does not replicate or conflict with the implementation of other district professional development initiatives.
- PDH is a minimum of one hour.



PDH Info on the Website

Log in to the Staff Only area of the website to register for district-approved PD. You'll also find all the forms and help documents you need. To log in, go to the Staff tab, then "Important Information (Log-in Required)". After you log in, click on "Professional Development" in the gray sidebar on the left. **If you don't know your login for this area of the website, log in using your school Google account (school email plus your Windows password).**

(PDH) PROFESSIONAL DEVELOPMENT HOURS PROGRAM

[View classes and register now](#)
[\(PD\) Professional Development Approval Form](#)

CERTIFIED STAFF PD GUIDE

- Approval Criteria
- Requesting PDH
- Trading PDH
- Tracking PDH
- FAQs

SUPPORT STAFF PD GUIDE

- Earning PDH
- Trading PDH
- Tracking PDH
- FAQs

Click on "View classes and register now" to view available in district courses. Sort courses by class name or start date using the radio buttons at the top of the list. Click on the course titles to register online.

Sort by: Class Name Start Date

Details

[PD Aristotle Borderless Classroom \(Independent Study\) - # 2223-002 ID: Section:](#)

Start Date: 8/11/2023 Days: F Time: 5:00 PM to 5:05 PM

[View More](#)

[PD Google 101 \(Independent Study\) - # 2223-001 ID: Section:](#)

Start Date: 8/11/2023 Days: F Time: 5:00 PM to 5:05 PM

[View More](#)

[PD School-based Suicide Prevention Gatekeeper eCourse \(Independent Study\) - # 2223-003 ID: Section:](#)

Start Date: 8/11/2023 Days: F Time: 5:00 PM to 5:05 PM

[View More](#)

[PD The Science of Well-Being \(Independent Study\) - # 2223-004 ID: Section:](#)

Start Date: 8/11/2023 Days: F Time: 5:00 PM to 5:05 PM

[View More](#)

Requesting PDH

HERY CERTIFIED STAFF Professional Development Approval Form

This is a fillable PDF form. For best results, download the document and complete it using Adobe Acrobat.

Date of Request:

Name(s) of certified staff requesting approval:

Type of request:

- LEARN: Take a class, complete a project
 - District-approved PD
 - Challenge Credits
 - Action Research Project
 - Master's Program
- TEACH: Teach a class for double PDHs
- COORDINATE: Coordinate a class for +1 PDH

What is the name of your class/project/program?

If out-of-district professional development, what organization/university is providing it?

What is the start date and end date for your professional development? Start Date: End Date:

How many PDHs per staff member are you requesting for professional development?
All hours must be completed outside of your scheduled work day.)

Describe your professional development. Include additional documentation and web links as needed.

What product will you create and/or how will this professional development help support district goals and initiatives?

What will your professional development do to enhance student learning/achievement?

Indicate which Wisconsin PI 34 Teacher Standards align with this professional development. Select all that apply.

<input type="checkbox"/> 1. Teachers know the subjects they are teaching.	<input type="checkbox"/> 6. Teachers communicate well.
<input type="checkbox"/> 2. Teachers know how children grow.	<input type="checkbox"/> 7. Teachers are able to plan differentiated instruction.
<input type="checkbox"/> 3. Teachers understand that children learn differently.	<input type="checkbox"/> 8. Teachers know how to test for student learning.
<input type="checkbox"/> 4. Teachers know how to teach.	<input type="checkbox"/> 9. Teachers are able to evaluate their own practice.
<input type="checkbox"/> 5. Teachers know how to manage a classroom.	<input type="checkbox"/> 10. Teachers are connected with other professionals.

If this is a proposal to teach or coordinate a class, please complete page 2.

Use the Professional Development Approval Form to:

- ✓ Take or teach a class
- ✓ Propose a project
- ✓ Get approval of your master's program

Please include web links and/or attachments as needed to provide the full details of your proposal and information about the organization providing the professional development.

If you are proposing to teach or coordinate a class, please complete this page. This information will be used to promote your class to staff. If you are unsure of any details at this time (date, time, location), you may leave those fields blank at this time.

Presenter:

Course Title:

Course Description:

Audience:

Date(s):

Time(s):

Location:

Maximum # of Attendees:

of PDHs for Attendees:

Submit the completed form to your administrator. Proposals are generally reviewed weekly. You will be notified by email of the outcome of your proposal.

The most current version of this form can be found on the Professional Development page in the Staff Only area of the website.

For best results, complete this form using Adobe Acrobat (not a web browser).

Trading PDH for Salary Schedule Movement

PDHs must be traded in order to move on the Certified Staff Salary Schedule. To make a PDH trade for salary movement, please complete the new Certified Staff Payroll Change Form which can be found in your building office.

1. Consult the Certified Staff Salary Schedule on page 11 to ensure you are eligible for a trade and to confirm how many PDHs are required for your trade.
2. Be sure you have enough PDHs banked in Skyward/ERMA for your trade. See page 12-13 to learn how to get your current PDH total.
3. Fill out the Certified Staff Payroll Change Form and give the completed form to your supervisor.
4. When the District Office receives your form, they will confirm that you have enough PDHs for your trade and then will add a line item to your PDH screen in Skyward/ERMA subtracting the PDHs being used for your trade.

**** IMPORTANT DATES ****

April 12, 2024 – Deadline to Request a Salary Trade

If you wish to make a salary trade, a Certified Staff Payroll Change Form (see page 10) must be submitted to your supervisor by this date. If you are eligible for a salary move for the 2024-2025 school year but do not have enough PDHs in the bank by this date, you must attach a list of pre-approved PDH activities showing how you will earn the required number of PDHs by the trade deadline.

August 9, 2024 – Deadline to Complete PDHs for a Salary Trade

All PDHs that you wish to use for a salary trade must be completed by this date, and documentation proving completion must be received in the District Office by this date. If you are waiting for college transcripts or other proof of completion, contact the District Office to make special arrangements.

Example

Certified Staff Payroll Change Form

Name _____ Date _____

Assignment _____ Building(s) _____

PDH Salary Trade

I would like to trade 90 PDHs to move from Level A-3 to Level B-1 on the Certified Staff Salary Schedule, effective for the 2024-2025 school year.

If you do not have enough PDH banked in ERMA for this trade, please attach a list of pre-approved PDH activities that you will complete by the salary trade deadline in order to earn the required PDHs.

Supplemental Pay

I have earned the following credential which is eligible for annual supplemental pay. I have attached the required transcripts or other proof of completion.

- | | |
|---|--|
| <input type="checkbox"/> Master's Degree (+\$2,000) | <input type="checkbox"/> Autism Certification, 12 credits (+\$1,000) |
| <input type="checkbox"/> National Board Teacher Certification (+\$1,000) | <input type="checkbox"/> 316 Reading License (+\$1,000) |
| <input type="checkbox"/> National Certification for Counselor/School Psychologist (+\$1,000) | <input type="checkbox"/> 6 Credits toward 316 Reading License (+\$500) |
| <input type="checkbox"/> Certificate of Clinical Completion for Speech Pathologist (+\$1,000) | |

Assignment Change

New Assignment _____ Effective Date _____

Please document any changes to salary, FTE, coding, or building assignment:

Other

Please explain:

Employee Signature

Date

Supervisor Signature

Date

Office Use: Received _____ Entered in ERMA _____ Payroll Effective Date _____ Contract Updated _____

WHITE – Payroll

YELLOW – Office/Supervisor

PINK – Employee

2023-2024 Certified Staff Salary Schedule

Certified staff in the School District of Amery have the opportunity to earn **professional development hours (PDHs)** that apply to the Certified Staff Salary Schedule below. The Board of Education will determine the salary schedule and the availability of level/cell movement for employees based on the financial needs of the District.

SALARY SCHEDULE

The Board will determine the salary schedule and the availability of level/cell movement for employees based on the financial needs of the District.

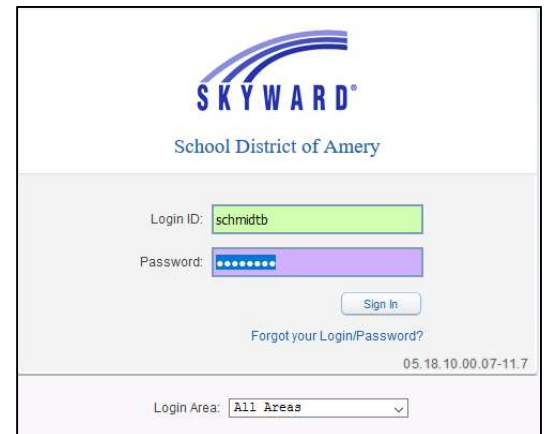
LEVEL A - Cells 1-3		
Entry/Level A-1	\$43,000	Move to A-2 after the first successful year of teaching.
Level A-2, A-3	\$44,000	Move through each cell after completing one successful year of teaching. Educators must complete 90 professional development hours (PDHs) to move to Level B.
LEVEL B, C, D, E - Cells 1-3		
Level B-1, B-2, B-3	\$45,400	Move through each cell after completing one successful year of teaching. Educators must complete 90 PDHs to move to the next level. Accelerate movement through Levels B, C, D, and E by jumping a full cell after completing 90 PDHs in two years instead of three. For example, complete 90 PDHs in two years and move from Level B-2 to Level C-1 (skipping B-3), or from Level C-2 to D-1 (skipping C-3).
Level C-1, C-2, C-3	\$48,800	
Level D-1, D-2, D-3	\$52,200	
Level E-1, E-2, E-3	\$55,600	
LEVEL F - Cells 1-10		
Level F-1, F-2, F-3	\$59,600	Move through each cell after completing one successful year of teaching. Educators must complete 90 PDHs to move to Level F-4. Those with a master's degree can jump directly from F-3 to G-1.
Level F-4	\$60,100	Move through each cell after completing one successful year of teaching and completing 30 PDHs annually.
Level F-5	\$60,600	
Level F-6	\$61,100	
Level F-7	\$61,600	
Level F-8	\$62,100	
Level F-9	\$62,600	
Level F-10	\$63,100	
LEVEL G, H - Cells 1-3 (Master's Degree required)		
Level G-1, G-2, G-3	\$63,600	Move through each cell after completing one successful year of teaching. Move to the next level after three years and 90 PDHs.
Level H-1, H-2, H-3	\$66,000	
LEVEL I - Cells 1-8 (Master's Degree required)		
Level I-1	\$70,000	Move through each cell after completing one successful year of teaching and completing 30 PDHs annually.
Level I-2	\$71,000	
Level I-3	\$72,000	
Level I-4	\$73,000	
Level I-5	\$74,000	
Level I-6	\$75,000	
Level I-7	\$76,000	
Level I-8	\$77,000	

Tracking PDH in Skyward/EMRA

Professional Development Hours (PDHs) are tracked within the Skyward/EMRA system. This guide will show you how to view earned PDH and any trades you have made for time off or salary schedule movement.

How to Access your Professional Development Profile

1. [Log in to Skyward/ERMA](#). The link is also located on the school website under the “Staff” tab. Reminder, this username and password is now the same as your Windows login information.
2. Click on **Employee Information** at the top, then **Personal Information**. That will bring up a menu on the left side of your screen. In that menu, click on **Professional Development**. This will bring up a listing of all of your PDHs earned and traded. (Skyward/ERMA refers to them as credits.) If you scroll to the right, you will see that there are several columns of detail stored for each PDH item in the system.



Credits

Views: **General** Filters: *Skyward Default

Comp Date	Course Description	Course Number	Earned Date	Processing Date	Credits Attempted	Credits Earned	Update Date	Start Date	Approved Date	Institution	Dist CR Type	Recog Criteria	Un-Factored Credits
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20.0000	-20.0000		01/28/2019		SCHOOL DISTRICT OF AMERY	TRADE - Trade	T-DAY - Trade Day Off	-20.0000
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1.0000	1.0000		12/19/2018		SCHOOL DISTRICT OF AMERY	DIST - District-Approved F	PDH-L - Learn	1.0000
12/12/2018	Getting Started w/ MS Forms	1819-022	12/12/2018	01/25/2019	1.0000	1.0000		12/12/2018		SCHOOL DISTRICT OF AMERY	DIST - District-Approved F	PDH-L - Learn	1.0000
12/05/2018	Post-Secondary Transition Plan	1819-027	12/05/2018	01/25/2019	1.0000	1.0000		12/05/2018		SCHOOL DISTRICT OF AMERY	DIST - District-Approved F	PDH-L - Learn	1.0000
10/28/2018	WEAC Conference Oct 2018	WEAC-102618	10/28/2018	01/28/2019	9.0000	9.0000		10/28/2018		WEAC	DIST - District-Approved F	PDH-L - Learn	9.0000
10/19/2018	M-Emergent Read/Write/Language	EDUC681	10/19/2018	01/28/2019	45.0000	45.0000		10/19/2018		VITERBO UNIVERSITY	MAST - Masters Credits	PDH-L - Learn	45.0000
10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45.0000	45.0000		10/19/2018		VITERBO UNIVERSITY	MAST - Masters Credits	PDH-L - Learn	45.0000
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7.0000	7.0000		10/11/2017		SCHOOL DISTRICT OF AMERY	DIST - District-Approved F	PDU-I - PDU Import	7.0000

3. The information you are likely most interested in is Completion Date, Course Description, and Credits Earned. (You can click on these headings to sort.) This listing will include earned PDHs as well as used PDHs, so you may see some pluses and minuses in the credits earned column. It’s a good idea to log in and review this screen from time to time to make sure the information on this screen is accurate. If you find any discrepancies with your own PDH records, please email pdh@amerysd.k12.wi.us.

Credits

Views: **General** Filters: *Skyward Default

Comp Date	Course Description	Course Number	Earned Date	Processing Date	Credits Attempted	Credits Earned
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20.0000	-20.0000
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1.0000	1.0000
12/12/2018	Getting Started w/ MS Forms	1819-022	12/12/2018	01/25/2019	1.0000	1.0000
12/05/2018	Post-Secondary Transition Plan	1819-027	12/05/2018	01/25/2019	1.0000	1.0000
10/28/2018	WEAC Conference Oct 2018	WEAC-102618	10/28/2018	01/28/2019	9.0000	9.0000
10/19/2018	M-Emergent Read/Write/Language	EDUC681	10/19/2018	01/28/2019	45.0000	45.0000
10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45.0000	45.0000
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7.0000	7.0000

How to See Your Total Available PDHs

Unfortunately, Skyward/ERMA does not show your PDH total/balance on this screen. To get your total PDHs available, you need to export your PDH list to excel and then total your credits. Here's how:

1. Click the Excel icon in the upper right.
2. A text box will pop up and the radio button will default to "Export to excel (xlsx) – leave that selection as is and click the **Export** button.
3. When you see the "Request Complete" box, either click on the link or click the button – either option will allow you to open the excel document you just created.
4. If you get a warning that ends in "Do you want to open it anyway?" the answer is yes.
5. Now you have your list of PDH activity in Excel format. To see your balance, you will want to total up the Credits Earned column. To do this, click on the empty cell below the last entry in that column. Click AutoSum in the upper right menu (you may see the symbol only or AutoSum + symbol like below), and then hit enter.

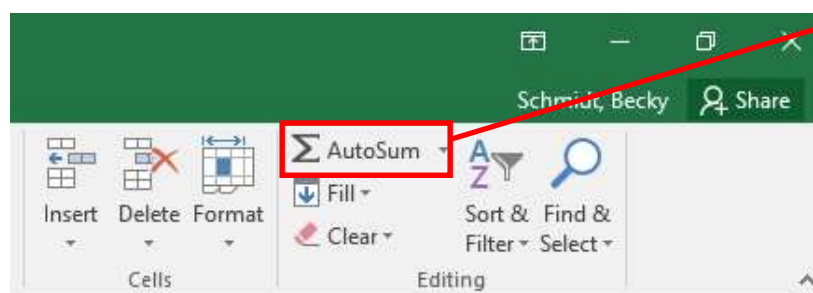
Credits

Views: General Filters: *Skyward Default

Comp Date	Course Description	Course Number	Earned Date	Processing Date	Atte
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1
12/12/2018	Getting Started w/ MS Forms	1819-022	12/12/2018	01/25/2019	1
12/05/2018	Post-Secondary Transition Plan	1819-027	12/05/2018	01/25/2019	1
10/28/2018	WEAC Conference Oct 2018	WEAC-102618	10/28/2018	01/28/2019	9
10/19/2018	M-Emergent Read/Write/Language	EDUC681	10/19/2018	01/28/2019	45
10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7

An example of an export to Excel:

Comp Date	Course Description	Course Number	Earned Date	Processing Date	Credits Attempted	Credits Earned
01/30/2019	- TRADE DAY	TRADE-013019	01/28/2019	01/28/2019	-20	-20
12/19/2018	Set Up For New MS Grading	1819-025	12/19/2018	01/25/2019	1	1
12/12/2018	Getting Started w/ MS Forms	1819-022	12/12/2018	01/25/2019	1	1
12/05/2018	Post-Secondary Transition Plan	1819-027	12/05/2018	01/25/2019	1	1
10/28/2018	WEAC Conference Oct 2018	WEAC-102618	10/28/2018	01/28/2019	9	9
10/19/2018	M-Emergent Read/Write/Language	EDUC681	10/19/2018	01/28/2019	45	45
10/19/2018	M-Content Reading	ECUC650	10/19/2018	01/28/2019	45	45
02/20/2018	PDU IMPORT	PDU-IMPORT	08/27/2018	01/28/2019	7	7
						89



Frequently Asked Questions

General

1. What is the deadline to have PDH completed for a 2024-2025 salary increase?

Pre-approved professional development completed through the summer will count toward your professional development hours for the previous school year. The deadline to have all of your PDH pre-approved for a salary trade for the following school year will be April 12, 2024, with all PDH to be completed and documentation turned in by August 9, 2024.

2. What if I am eligible for a salary increase for 2024-2025, but I don't have enough PDHs in the bank?

You have until August 9, 2024 to complete PDHs for your 2024-2025 salary move, so you can work with your administrator on a plan to earn the required PDHs by that date. If you choose to do this, YOU MUST SUBMIT a Certified Staff Payroll Change form by April 12, 2024 AND attach your plans of how you plan to earn enough PDHs for your move. This is to ensure that both your contract and the school budget are accurate.

3. Can I bank PDHs and carry them over to the next year?

Yes, you may bank PDHs for use in the future. The only exception is that once a master's degree is earned and supplemental pay begins, all but 30 of the PDHs earned from the master's classes will be deducted from Skyward/ERMA. See the master's programs section beginning on page 15 for more information.

4. Do PDHs expire?

No, PDHs do not expire. You will only lose PDHs if you trade them in for time off or salary schedule movement, or they are deducted after you earn master's degree supplemental pay.

PDH Approval

5. When will I hear back if my PDH request was approved?

You should get a response to your PDH request via email within 1-2 weeks of submission. If you require an answer sooner than that, please contact the District Office.

6. If my professional development request is denied, is there an appeal process?

Yes, the following steps will be taken:

- a. Speak with your immediate supervisor.
- b. If the situation is not resolved, a written appeal should be submitted to the administrative team.
- c. Within two weeks, a final determination will be made and you will receive a written response.

7. Can I take a class for a second time and still get PDH credit?

Some classes will be offered multiple times, and yes, you may repeat a class annually if you wish and receive PDH credit for the class. However, if there is limited space in a class, staff taking the class for the first time will receive priority when registering.

Earning PDH

8. Do online courses qualify for PDH?

Yes, if pre-approved by the administrative team. Submit a PD Approval Form to your supervisor including the course information, outline, duration, etc. Please include a link to the course information if available.

9. What time will after-school PDH classes begin?

The earliest that district-approved professional development may begin is 3:45 p.m., which is outside of the scheduled/paid workday. This allows teachers to attend required after school meetings (staff meetings, committee meetings, IEP meetings, etc.), and still be able to attend district-approved professional development.

10. Do I get PDH for having a student teacher?

Yes, teachers who have a student teacher are eligible for up to 15 PDHs per semester, up to 30 PDHs per year. If two teachers share the student teacher, each cooperating teacher will receive half of the PDHs allotted for time the student teacher was in district.

11. Will new teachers and mentors earn PDH for the New Teacher Mentor Program? For Essentials classes?

The current mentoring program will remain in place at this time and mentors will not receive PDH for their time. However, the mentoring program may be reviewed and considered for PDH in the future. New teachers will earn PDH for attending Essentials classes.

12. If the district sends me to conference during the paid workday, can I attend an evening or weekend session and earn PDH?

Yes, if pre-approved.

13. Can coaches use coaching-related professional development for salary schedule movement?

Yes, active coaches can apply up to a maximum of 10 hours annually of coaching-related professional development toward salary schedule advancement.

14. Can I earn PDH by taking college courses without credits attached?

Yes, as pre-approved by your supervisor and administrative team.

Tracking PDH

15. In what size increments will PDHs be tracked?

Professional development must be a minimum of one hour but can be accumulated and tracked in .25 hour (15 minute) increments after that.

16. How will professional development hours be tracked?

PDHs will be tracked within Skyward/ERMA. Staff are responsible for monitoring their PDHs and notifying the district office of any errors or omissions.

Master's Programs

17. Is there an incentive to complete a master's degree?

Yes, levels G, H, and I on the salary schedule are reserved only for those staff who have earned a master's degree. There is also \$2,000 annual supplemental pay for those who hold a master's degree earned after July 1, 2013.

18. What is the process to receive approval for a master's program?

Submit the PD Approval Form to your supervisor for pre-approval of a master's program. Your supervisor and the administrative team will determine if the master's program will be eligible for PDH. It is recommended that you include attachments and/or web links that detail your program, including course titles and credits. When a master's program is approved for PDH, all courses within the program are approved for PDH – you do not need to submit individual requests for each course unless there is a change to your program.

20. What happens to my PDHs once I earn my master's degree?

You may continue to use any accrued master's PDHs for time off and salary trades during the school year in which you begin receiving your \$2,000 supplemental pay. At the end of that school year, all but 30 of the PDHs you earned relating to your master's degree will be deducted from your PDH balance in Skyward/ERMA. PDHs earned outside of your master's courses will remain intact.

21. Can I use master's PDHs first before non-master's PDHs when making salary or time off trades?

Yes. When you make PDH trades for time off or salary while in the process of earning your master's degree, any PDHs earned through your master's program up to that point will be used first in order to preserve as many non-master's PDHs as possible.

Notes
