

Provo City School District

Policy Series 5000: Personnel



5320 P4

Compensation and Benefits: Salary Level Advancement Activities

In order to receive Salary Level Advancement credit, professional learning activities must fall into the categories identified below. All professional learning should be aligned with the goals of Provo City School District. Only Professional Learning that has been completed since the previous salary advancement will be considered.

DEFINITIONS

Salary Advancement Credit: credit awarded for professional learning activities that show implementation of high impact strategies. Credit can be earned as follows:

DESCRIPTION

A. College and University Course

- Credit must be recorded and presented on a college or university transcript. Official transcripts are only required if a degree is earned. (i.e. Masters, or Doctorate).
- College level courses must be successfully completed with a C grade or better, or a pass.
- No undergraduate coursework will be approved.
- A PCSD educator serving as an instructor for a college or university level course may receive the same salary advancement credit as a student taking the same course. Each unique course shall count only once. For example, if an educator is teaching 2 sections of English 5050, worth 3 semester credits, at the local community college s/he may receive 3 Salary Level Advancement credits. The course may be documented through a memo from the dean or department chair or the college or university that sponsored the course. For salary advancement purposes, the course will be recorded on MIDAS.

B. USBE Credit:

- Shall be State-approved under R277-519-3.
- USBE courses must be successfully completed and recorded on the state transcription service, MIDAS.
- A PCSD educator serving as the instructor of a USBE course will receive credit equivalent to an individual who successfully completed the same course. Each unique course will count only once.

C. PCSD Salary Advancement Credits:

- Salary Advancement Credit can be earned by successfully completing PCSD professional development courses. Courses are listed on the PCSD Professional Development webpage.
- A school principal may apply to oversee a PCSD professional development course for his or her staff using the application found on the district professional development website.
- Credit for successful completion of the course will be registered on MIDAS as Salary Advancement Credit.
- Teams of educators may apply to design and engage in an individualized professional development course aligned to published district or school goals. The school educators' supervisor must approve all applications. The application is available on the PCSD Professional Development webpage. Applications are due no later than two weeks prior to the implementation of the course. Please direct questions to the district's Professional Development Director. Applications will be approved by the District Instructional Council.
- Credit for successful completion of the course will be registered on MIDAS as Salary Advancement Credit.

D. Conference Attendance and Strategy Implementation: *Attending a conference can provide a wealth of new ideas to bring back to the classroom or work setting. While many conference are useful personally, credit is prioritized for conferences that are specifically job related. To receive credit for implementing strategies and ideas from a conference an employee attended, please complete the following:*

1. Pre-approval from supervisor (prior to conference attendance).
2. Implement strategies/learning from the conference for 6 weeks.
3. Complete the Implementation Form in your school's PD course.
4. Print a copy of the Implementation Form and debrief with your supervisor.
5. Upload the Implementation Form into the school PD course (signed and dated by self and supervisor).

*Tracking of the above-mentioned steps will be recorded in a Google Form that can be found on each school's CANVAS account. Contact your school's PD coordinator or school principal for access.

*An employee may receive 1 salary advancement credit per conference attended upon completion of at least 18 hours of implementation of one or more strategies learned from conference attendance. A total of 5 salary advancement credits may be earned toward salary advancement from this category. Per salary advancement cycle.

E. Other Salary Advancement Credit Options

Utah College/University-Sponsored Cooperating Teachers:

- PCSD Salary Advancement Credit shall be awarded to teachers who successfully mentor a student teacher from a USBE approved teacher preparation program. Call 801.538.7740 for a list of approved programs. A maximum of 2 credits will be awarded per Salary Advancement cycle.

Leadership in a District Approved Educational Organization

- PCSD Salary Advancement Credit can be earned if an educator serves as a leader in a district approved educational organization, such as UCTE, UTCM, UMEA, and PEA. Contact the Human Resources Director over salary advancement for approval.
- 2 Salary Advancement Credits will be awarded for one year of service as organization president, 1 credit for service as a member of the board or in other leadership capacity.

Content and Pedagogy Testing:

- Educators shall earn 2 Salary Advancement Credits for successful completion of a content or pedagogy exam that adds a teaching endorsement to a teacher's license. Exams must be USBE approved and required for current PCSD position. Approved exams are typically Praxis II Content Knowledge or Principles of Learning and Teaching tests used for earning a new license area endorsement.
- Exams approved for licensure in another state but not approved by USBE will not be approved by PCSD.
- Exams must be passed with a score established by the USBE.
- Exams scores must be documented by an official test report from the test sponsor.
- No more than 2 credits will be awarded per Salary Advancement cycle.

Updated

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