

APPENDIX VII

CLASSIFIED PROFESSIONAL GROWTH PROGRAM

1. PURPOSE

The Classified Professional Growth Program is designed to provide an incentive for classified bargaining unit members. This educational program will enhance job performance as well as services for the students, the school district and the community by doing the following:

- 1.1 Improve the standard of service;
- 1.2 Improve on-the-job performance;
- 1.3 Promote technological advancements;
- 1.4 Provide opportunities for personal growth;
- 1.5 Provide opportunities for advancement.

2. PROGRAM CRITERIA

2.1 *All** actively working unit members of the Colton Joint Unified School District are eligible to participate in this program upon completion of their initial probationary period.

2.2 All units are semester units. A quarter unit is equivalent to 2/3 of a semester unit. The professional growth increments are one-time stipends.

2.2.1	Completion of 20 semester units	=	\$1,000
2.2.2	Completion of 40 semester units	=	\$1,000
2.2.3	Completion of 60 semester units	=	\$1,000

2.3 The District shall not incur any liability or cost of registration, books, mileage or other related fees.

2.4 To participate in the program, the unit member shall submit a "*Declaration of Intent*" form to the Professional Growth Committee outlining the proposed course work. If the "*Declaration of Intent*" is not turned in by the start date of the first class, credit will not be given for the courses. Exception: The previous sentence shall not apply to participants who previously submitted a "*Declaration of Intent*" prior to the start of a semester or Quarter and are unable to take the course(s) due to the overage or cancellation. In this case, only an approved class from the Professional Growth List may be substituted.

* With the exception of the Child Development Program classifications (Salary Schedules "D" and "E"). Their Professional Growth is built into the schedules.

2.5 Course work shall be related to the unit member's job category as outlined in the Classified Salary Schedule "C", Appendix II and in 2.6 below and must be **submitted and approved** by the Professional Growth Committee **prior** to the start of the Semester/Quarter. Exception: course work which is not related to the unit member's job category may be submitted, along with justification from the college that the course is required, to the Professional Growth Committee. Course work taken prior to employment with the District shall not be eligible.

2.6 Job categories are: Clerical/Secretarial, Community/School Relations, Custodial, Informational Technology, Fiscal Services, Grounds, Health, Instructional Services, Library/Media, Maintenance, Nutrition Services, Other, Printing, Purchasing, Security, Transportation and Warehouse.

2.7 All Professional Growth records shall be maintained in the unit member's personnel file.

2.8 A unit member who moves from one job category to another shall have their units reviewed to determine if they apply to the new job category. Units which do not relate to the new category or which were required to be hired in the new job category, shall not be eligible.

2.9 If a unit member who is being paid a professional growth increment(s) terminates employment with the District, and who is subsequently re-employed within 39 months in the same job category, shall be entitled to receive credit for previously earned professional growth.

3. PROGRAM CREDITS

3.1 Course work must be taken at regionally accredited educational institutions. The Human Resources Office maintains a list of schools, colleges and universities, which are accredited. Units may be earned by taking courses at:

- 3.1.1** Universities;
- 3.1.2** Community Colleges;
- 3.1.3** Trade Schools;
- 3.1.4** Adult Education;
- 3.1.5** Workshops;
- 3.1.6** Training Programs;
- 3.1.7** Conferences.

3.2 A letter grade of "C" or better, a "pass" grade, or a certificate of completion must be achieved to be eligible for this program.

3.3 Upon completion of the course work, the unit member shall submit the official transcript and/or certificate of completion to the Professional Growth Committee for validation.

3.4 Upon validation, three (3) semester units will be awarded for certificates of completion. For workshops, training programs and conferences, one (1) semester unit will be awarded for each sixteen (16) hours of verified participation. Five (5) of the 20 units may be earned in Public Education Institution workshops.

4. PROFESSIONAL GROWTH COMMITTEE

4.1 The Professional Growth Committee shall be comprised of one (1) representative from the District and one (1) representative from the Association.

4.2 The responsibilities of the committee shall be to review and approve applications for professional growth, validate completion of course work and notify the Human Resources Office to record semester unit(s) earned. The committee shall also submit the necessary forms to the Payroll Department of any increment advancement earned by unit members.

4.3 In addition to the above responsibilities, the committee shall also be responsible for investigating concerns from unit members alleging errors in the recording of units or processing of increments as well as revising the professional growth course listing and/or forms as needed.

4.4 The decision(s) of the Professional Growth Committee regarding this program shall be final and shall not be subject to the grievance procedure.

4.5 Courses taken that are not a part of a college degree plan must be job related and approved by the Professional Growth Committee.

**LISTING OF COURSES TO BE USED IN THE
CJUSD CLASSIFIED PROFESSIONAL GROWTH PROGRAM**

General Education Classes for all personnel which are a prerequisite for a degree

Computer Literacy	Management
Computer Science	Mathematics
Criminal Justice	Political Science
Economics	Psychology
English/Composition	Reading Courses
Ethnic Relations	Safety Training
First Aid/CPR	Science
Foreign Languages	Social Science
Health Science	Speech
History, Government	Stress Management
Humanities	

1. **Clerical/Secretarial**
 Beginning Computer Keyboarding
 Bookkeeping Fundamentals
 Business Machines
 Business English
 Business Communications
 Business Law
 Business Math
 Dictation and Transcription
 Electronic Records Management
 Filing
 Spanish
 Keyboarding/Formatting
 Intro. to Business Application Software
 Introduction to Business
 Introduction to Economics
 Office Management
 Office Procedures
 Principals of Economics
 Shorthand
 Spreadsheet Applications
 Windows Software Applications

2. **Community/School Relations**
 Child Development
 Conflict Resolution
 Social Welfare
 Spanish
 Computers

3. **Custodial**
 Building Maintenance
 Equipment Operation
 Fire Protection Equipment
 Fundamentals of Electricity
 Technical Materials
 Mechanics
 Pest Control
 Physical Plant Maintenance
 Sanitation and Safety

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| 4. | <p><u>Information Technology</u>
 Basic Program Design
 Business Data Processing
 Computer Application of Accounting
 Computer & Information Science
 Intro to Business Application Software</p> | <p>Intro to Computer Information
 Operating Systems Environment
 Repair Programming
 Special Problems in Computer Programming
 Systems Analysis</p> |
| 5. | <p><u>Fiscal Services</u>
 Accounting
 Auditing
 Bookkeeping
 Business Communications
 Business English
 Business Law
 Business Math</p> | <p>Electronic Records Management
 Employee Benefits
 Filing
 Municipal Finance
 Spreadsheet Applications
 Windows Software Applications
 Worker's Compensation</p> |
| 6. | <p><u>Grounds</u>
 Equipment Operation
 Horticulture/Landscaping
 Landscape Gardening
 Landscape Management
 Pest Control</p> | <p>Pesticide Applications
 Plant Identification
 Soils
 Turfgrass Maintenance</p> |
| 7. | <p><u>Health</u>
 Health Science
 Nursing
 Nutrition</p> | <p>Spanish
 Computers</p> |
| 8. | <p><u>Instructional Services</u>
 Behavior Management
 Child Abuse Reporting
 Child and Family
 Child Development
 Child Psychology
 Classroom Procedures
 Creative Activities
 Computers</p> | <p>Creative Experiences for Children
 Elementary School Games and Rhymes
 Instructional Materials and Media
 Introduction to Education
 Language and Listening Experiences
 Typing/Keyboarding
 Spanish</p> |
| 9. | <p><u>Library/Media</u>
 Audio Visual Clerical Techniques
 Basic Library Principles
 Care & Repair of Library Material
 Children's Literature
 Keyboarding
 Computers</p> | <p>Library Circulation Procedures
 Library Clerical Techniques
 Reference Service & Materials
 Survey of Written & Printed Material
 Spanish</p> |

10. **Maintenance**
 Air Cooled & Small Engine Theory
 Audio Visual Repair
 Basic Reinforced Concrete Applications
 Blueprints
 Building Construction
 Building Maintenance
 Cabinetry
 Clock and Alarm Systems
 Communication System
 Energy Conservation
 Engine Fundamentals
 Equipment Operation
 Fundamentals of Electricity
 Heating and Air Conditioning
 Hydraulic & Automatic Units Lab
 Irrigation & Sprinklers
 Locksmithing
 Plumbing and Pipe Fitting
 Refrigeration (all)
 Small Engine Repair
 Welding
 Wiring
 Engine Tune-up & Trouble Diagnosis
11. **Nutrition Services**
 Basic Food Preparation
 Beginning Cuisine
 Cafeteria Cost Accounting & Recordkeeping
 Cafeteria Food Services
 Catering
 Computer Literacy
 Food and Beverage Accounting
 Food and Nutrition
 Food Equipment
 Food Purchasing
 Food Service Management
 Computers
 Fundamentals of Baking
 HACCP (Hazard Analysis Critical Control Point)
 Meat, Fish, and Poultry
 Menu Planning, Beginning
 Menu Planning, Advanced
 Nutrition
 Quality Food
 Quantity Food Preparation
 Sanitation and Safety
 Work Simplification
 Spanish
12. **Printing**
 Computers
 Coursework to be reviewed/approved upon request.
13. **Purchasing**
 Beginning Computer Keyboarding
 Business English
 Business Law
 Business Math
 Electronic Records Management
 Filing
 Fundamentals of Microsoft Office
 Fundamentals of Purchasing
 Intermediate Keyboarding/Formatting
 Spreadsheet Applications
 Windows Software Applications
14. **Security**
 Basic Law Enforcement
 Behavioral Management
 Child Abuse Reporting
 Spanish
 Conflict Management
 Juvenile Procedures
 Verbal Judo

15. **Transportation**
 Auto Body-Fender-Paint
 Auto Shop Mechanic & Tune-up
 Automotive Essentials
 Automotive Mechanics
 Automotive Refinishing
 Automotive Sheet Metal
 Chassis & Frame
 Computers
 Behavior Management
- Driver Improvement
 Engine Rebuilding
 Fire Protection Equipment
 Introduction to Machine Shop
 Principals of Traffic & Transmission
 Tune-up & Diagnosis
 Spanish
 Verbal Judo
16. **Warehouse**
 Computer Applications
 Distribution
 Equipment Operation
- Safety
 Warehousing
 Computers
17. **Other**
 Coursework to be reviewed/approved upon request.

COLTON JOINT UNIFIED SCHOOL DISTRICT
Classified Professional Growth Program

Declaration of Intent

Name: _____ Job Classification: _____

Work Location: _____ Work Phone: _____ Date: _____

Please check: New to the Program- Hire date: _____ Continuing in the Program

Educational Objective: AA/BA Degree Certificate Professional Development

Major: _____

Tentative Program Outline: Complete the following sections as they apply.

1. Universities, Community Colleges, Trade Schools, Adult Education*.

Educational Institution	Course Name (example: Freshman Composition)	Course Dept/Number (example: Eng 101)	Start Date or Term (ex: Fall 06)	#Units/Hours

2. Workshops/Training Programs/Conferences

Educational Institution	Course Name	Course Number	Starting Date	#Units/Hours

Date Reviewed by Committee: _____ Approved _____ Denied _____

District

CSEA

*Schools must be accredited by one of the following regional accrediting organizations: Western Association of Schools and Colleges (WASC), Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges (NEASC), Higher Learning Commission (HLC), Northwest Accreditation Commission (NWAC), or Southern Association of Colleges and Schools (SACS).