

The Administrator agrees to devote full time (unless employed in a part-time capacity) to the duties and responsibilities normally expected of the Administrator's position during the term of his or her contract. The Administrator shall not engage in any pursuit, or accept any other employment, which interferes with the proper discharge of the Administrator's duties and responsibilities. The Board reserves the right, solely in its own discretion, to determine whether outside pursuits or other employment interferes with the proper discharge of the Administrator's duties and responsibilities.

After seeking approval by the Board or its designee, the Administrator agrees to participate in professional meetings for the purpose of improving and stimulating the Administrator's professional growth. Participation shall be in accordance with Board rules, policies, and statutory requirements. The Board or its designee will pay necessary expenses for these meetings as approved.

The Board shall provide the Administrator with a written job description of the Administrator's services, duties, and obligations. The Board possesses the right to develop and/or alter the written job description.

Administrators must be in possession of a State of Wisconsin Administrator's license or certificate as required by the laws of the State of Wisconsin, and may be terminated if the Administrator fails to maintain the license required for his or her position.

TRAINING AND EDUCATION REIMBURSEMENT POLICY

All Full Time Employees

The Board or Administration may authorize employees to participate in job-related training. *Non-Probationary* Employees are eligible to apply for training benefits. The training requested must benefit the District and must be directly applicable to the employee's current job classification.

Authorization Requirements

The following requirements must be met before any training reimbursement shall be considered:

- All training that involves college credit shall meet the requirements of the tuition reimbursement policy as set forth below.
- All training not involving college credit shall meet the requirements of the non-college credit education and training policy as set forth below.

Credit Advancement Policy

Determination of credit advancement shall depend upon the benefit the District can reasonably be expected to obtain from the employee's completion of the course. Salary Credit Advancement is subject to the following provisions:

- Employees must submit the Credit Advancement Form 30 days prior to the beginning of the course.
- Credit advancement will be applied providing the completion grade is an A or B.

- Classes that are taken as "audit" or that result in an "incomplete" will not be eligible for credit advancement.

1. Applicants must submit legible copies of college/university grade card/report indicating the applicant's name, school term, course name(s), grade(s), and credit(s) for the term.

2. Beginning July 1, 2014 upon completion of preapproved credit and verification of grade, employees will receive salary advancement of \$200 per credit applied to their base salary.

~~3. Teachers working on a Professional Development Plan (PDP) approved by administration will be advanced a total of six (6) credits in two stages of three (3) credits each. Teachers actively working on completion of their PDP goals or PDP verification during the 2017-2018 school year will be eligible to receive advancement. Completed Verification Form must be submitted no later than 06/30/2018 in order to receive the final advancement in accordance with the advancement dates. Effective 07/01/2018, teachers will no longer be eligible to receive advancement for PDP completion.~~

4. Teachers earning National Board Certification (10 year license) will be advanced six (6) credits upon certification and six (6) credits at the end of year five of the certification for a total of twelve (12) credits.

~~5. Continuing Education Units (CEUs) are eligible for credit advancement. One (1) credit is equal to 15 CEU hours.~~

6. Google Certified Educator - Teachers earning Google Certified Educator Level 1, Level 2, Certified Trainer, and Certified Innovator will be advanced one (1) credit upon certification. Teachers can earn one (1) credit for re-certification for each level of certification.

- Reimbursements for approved credits will be made once the official documentation has been submitted to the human resource office and paid in accordance with the following dates:

<u>Deadline</u>	<u>Pay Period</u>
OCTOBER 1	OCTOBER 20
APRIL 1	April 20

- The District will not duplicate payments for educational expenses supported by outside sources including but not limited to scholarships, grants, and tuition discounts.
- The Credit Advancement Program provides a maximum of six (6) credits per school year. Staff working towards a Master's Degree, Certification, or Credentials will be allowed to advance a maximum of fifteen (15) credits per school year.

TEACHER COMPENSATION MODEL