

APPENDIX IX

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, Data Processing/MIS, 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 accredited educational institutions excluding universities, which are considered primarily to be an online institution. 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.

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

2. **Community/School Relations**

Child Development	Spanish
Conflict Resolution	Computers
Social Welfare	

3. **Custodial**

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

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

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10. **Maintenance**

Air Cooled & Small Engine Theory	Fundamentals of Electricity
Audio Visual Repair	Heating and Air Conditioning
Basic Reinforced Concrete Applications	Hydraulic & Automatic Units Lab
Blueprints	Irrigation & Sprinklers
Building Construction	Locksmithing
Building Maintenance	Plumbing and Pipe Fitting
Cabinetry	Refrigeration (all)
Clock and Alarm Systems	Small Engine Repair
Communication System	Welding
Energy Conservation	Wiring
Engine Fundamentals	Engine Tune-up & Trouble
Diagnosis	
Equipment Operation	

11. **Nutrition Services**

Basic Food Preparation	Fundamentals of Baking
Beginning Cuisine	HACCP (Hazard Analysis Critical Control Point)
Cafeteria Cost Accounting & Recordkeeping	Meat, Fish, and Poultry
Cafeteria Food Services	Menu Planning, Beginning
Catering	Menu Planning, Advanced
Computer Literacy	Nutrition
Food and Beverage Accounting	Quality Food
Food and Nutrition	Quantity Food Preparation
Food Equipment	Sanitation and Safety
Food Purchasing	Work Simplification
Food Service Management	Spanish
Computers	

12. **Printing**

Computers
Coursework to be reviewed/approved upon request.

13. **Purchasing**

Beginning Computer Keyboarding	Fundamentals of Microsoft Office
Business English	Fundamentals of Purchasing
Business Law	Intermediate
Keyboarding/Formatting	
Business Math	Spreadsheet Applications
Electronic Records Management	Windows Software Applications
Filing	

14. **Security**

Basic Law Enforcement	Conflict Management
Behavioral Management	Juvenile Procedures
Child Abuse Reporting	Verbal Judo
Spanish	

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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 Continuing in the Program

Education Objective: AA/BA Degree Certificate Professional Development

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)	Starting Date (ex: Fall 07)	#Units /Hours

2. Workshops/Training Programs/Conferences

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

Date Received by Committee _____

Approved _____ Denied _____

_____ District

_____ CSEA