

Professional Growth

Each Mental Health employee will maintain and participate in a personal program (plan) of pre-approved professional growth activities. This will be planned with the Coordinator of Mental Health, and will include a schedule of the professional development activities that the Mental Health employee expects to complete during the next succeeding recertification period.

Pre-approved activities completed while the Mental Health employee is on an approved leave of absence from the District may be considered for professional growth credit under this policy.

1. Activities Criteria

The following criteria will be used for the development and approval of written professional growth plans and activities. In order for an activity to carry professional growth credit, it must be consistent with the Mental Health employee's Professional Growth Plan, and it must meet the following criteria:

- A. All activities must be consistent with the mental health employee's Professional Growth Plan, and
- B. All professional growth activities must be consistent with section five (5) of this policy, Activities for Horizontal Advancement Credit, below.

2. Procedures for Seeking Approval of Professional Growth Credits

- A. Each Mental Health employee and Coordinator of Mental Health will develop cooperatively a Professional Growth Plan for the Mental Health employee by the end of the first full year of employment. This is a general plan outlining the nature of professional growth activities in which the Mental Health employee plans to engage during this period of time. An amendment of this plan may be filed with the Coordinator of Mental Health at any time. Approval of specified professional growth activities will be given only if they are consistent with the adopted plan.
- B. The duration of the plan will correspond with the effective/expiration dates of the certificate.
- C. A plan will be considered approved when both the Mental Health employee and Coordinator of Mental Health, agree on the plan. In the event of persistent disagreement, an appeal may be made to the Professional Growth Appeals Committee within 30 calendar days of denial of the proposed plan.
- D. Mental Health employees will review with the Coordinator of Mental Health the Professional Growth Plan as a part of the regular evaluation process (Policy 4877).
- E. Completed activities will be promptly approved or disapproved by the Coordinator of Mental Health and will be forwarded to the Office of Human Resources. Disapproval will be accompanied by a statement indicating the reason(s) for disapproval, at which time the Mental Health employee may choose to appeal the decision to the Professional Growth Committee within thirty (30) calendar days.

- F. Each Mental Health employee is required to secure approval from the Coordinator of Mental Health in advance regarding individual changes in the current Professional Growth Plan. Deviations from the plan will not be cause for automatic disapproval of credits.

3. Professional Growth Appeals Committee

- A. A Professional Growth Appeals Committee is established to consider appeals initiated by any Mental Health employee under the terms of this policy.
- B. The Professional Growth Appeals Committee recommendations are sent to the Board, through the Superintendent, for final approval or disposition.
- C. The Professional Growth Appeals Committee will be composed of a total of two Mental Health employees elected by the Mental Health Team and two administrators appointed by the Superintendent.
- D. Any application on which the representatives cannot agree will go directly to the Board of Education for action.
- E. The Professional Growth Appeals Committee will convene as necessary and hold sessions until all previously referred applications have been given proper disposition.
- F. The Professional Growth Appeals Committee will render a recommendation within 30 days of the original appeal, after which the individual may appeal to the Board of Education for action.

4. Horizontal Advancement

For horizontal advancement credit, at least one-half of the 15 semester hours required to advance to the next column on the salary schedule must be college/university credit and/or district-approved activities as described in section five (5) below.

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5. Activities for Horizontal Advancement and Professional Growth Credit

A. College/University Work

1. Both graduate and undergraduate courses must be consistent with the approved Professional Growth Plan.

Activity	Rules	CC Horizontal Advancement Credit
College/ University Course Work	<p>The college or university credit must be from a Colorado Department of Education accepted institution of higher education that is recognized by one of the following regional associations: Western Association of Schools and Colleges, Northwest Association of Schools, Colleges and Universities, North Central Association of Colleges and Schools, New England Association of Schools and Colleges, Southern Association of Colleges and Schools, or Middle States Association of Colleges and Schools.</p> <p>Prior approval by the Assistant Superintendent of Human Resources is required before college or university credit will be accepted from an international institution of higher education. The mental health employee will be notified within five (5) working days as to the outcome of the request for approval.</p>	As awarded by the institution.

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B. District-Approved Activities

1. All District-approved activities must be consistent with the approved Professional Growth Plan.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Workshops and in-services	<p>School-wide workshops and/or in-services <u>must be</u> sponsored or approved by the Office of Staff Development.</p> <p>District-wide workshops and/or in-services <u>must be</u> sponsored or approved by the Office of Staff Development.</p> <p>Staff completing all the requirements of the Professional Learning Teams or the Professional Learning Communities shall receive in-service credit as determined by the Office Of Staff Development. Staff will be eligible for up to two (2) semester hours of credit per school year for PLT/PLC work. Additional PLT/PLC work in a school year shall be eligible for recertification credit only.</p> <p>Workshops and in-services meeting the above requirements that take place during the workday, in whole or part, shall nevertheless be eligible for credit.</p>	As determined by the Office of Staff Development, one (1) semester hour credit for each fifteen (15) hours of instruction or participation and approximately an equal amount of time in outside work.

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C. Travel

1. A Mental Health employee must complete the Proposal for Educational Travel to be approved by the Office of Staff Development in advance.
2. A follow-up report must be submitted to the Office of Staff Development within thirty (30) days of completion of the travel experience.

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Travel	Travel must satisfy all of the following criteria: <ol style="list-style-type: none"> a. Extends the person and his/her cultural understanding. b. Provides for visitation of educational programs or other activities which encourage or stimulate ideas for improvement of our educational program. c. Demonstrates direct assignment application. d. Encompasses no less than one (1) week. 	One (1) semester hour for each week of approved travel activity or major fraction thereof. A maximum of three (3) semester hours for each column of horizontal advancement may be earned.

D. Professional Development

1. Mental Health employees must complete a Proposal for Professional Development Experience Form to be approved by the Office of Staff Development in advance.
2. A follow-up report must be submitted to the Office of Staff Development within thirty (30) days of completion of the activity.

Activity	Rules	CC Horizontal Advancement Credit
Professional Development	Professional development activities must satisfy all of the following criteria: <ol style="list-style-type: none"> a. Provides for an individual experience or activity that has as its goal the improvement of services to students. b. Demonstrates direct assignment application. 	A maximum of five (5) semester hours for each column of horizontal advancement may be earned.

E. Supervision of a Practicum Student and Intern

Activity	Rules	Cherry Creek Horizontal Advancement Credit
Supervision of a Practicum Student or Intern	<p>Supervision of a Practicum Student or Intern, must satisfy all of the following criteria:</p> <ul style="list-style-type: none"> a. Assignment is jointly agreed to by the mental health employee and the coordinator of mental health. b. Includes written goals and objectives for both participants, regularly scheduled conferences, and a minimum of two formative evaluation reports prior to final written evaluation. c. The supervising mental health employee has taken a course or workshop in supervision. <p>* A course that meets the requirement will be available in the district on a regular basis. This supervision course requirement may be waived by the coordinator of mental health and the executive director of human resources, if eighteen months of supervision (four academic semesters or six academic quarters) can be shown to have been completed during the previous five (5) years.</p> <ul style="list-style-type: none"> d. The supervision experience must involve a minimum of eight weeks of full-time supervision or an equivalent amount of time. 	<p>A maximum of two (2) semester hours of credit for each column of horizontal advancement may be earned.</p> <p>The designated official of the sponsoring institution and the coordinator will verify that the supervision was successfully completed.</p>

**Prerequisite for receiving Cherry Creek School District and/or advanced credit under this category requires the Mental Health Employee to have completed an appropriate course in supervision.*

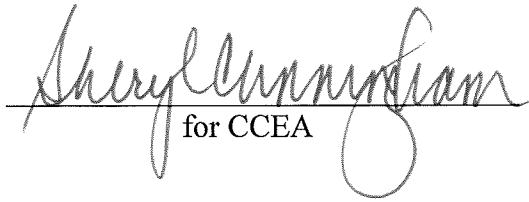
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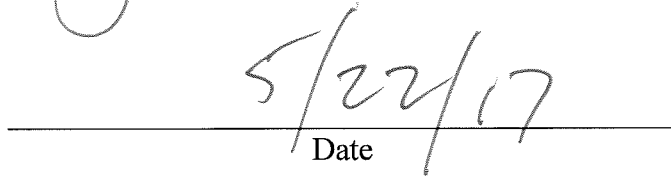
Effective: July 1, 2017

MENTAL HEALTH EMPLOYEES

Policy: 4880


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