



Required Professional Growth Activities:

Every six years (nine years for new staff) the certified staff in the Norfolk Public School system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college courses, or such other activity approved by the school board may be accepted as evidence of “professional growth.”

Professional Growth Period:

This refers to each six-year period (nine years for new staff) during which certified staff members are required to give evidence of professional growth. A certified staff member, upon employment on September 1, begins his/her six-year (nine years for new staff) growth period, and it ends on August 31, six/nine years later. The beginning of the seventh/tenth year starts the next six-year period. If a certified staff member acquires the required points prior to the end of their growth period they can submit a request to start a new growth period on the appropriate form before May 31st to take effect September 1st.

Professional Growth Points:

All certified staff must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual certified staff member’s responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: a dated grade slip or transcript, proof of attendance, printed certificate, completion verification, etc.

Procedures for Applying for Growth Credit:

Application for approval of professional growth activities and college credit shall be made on the form prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested, and shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval by the building principal with the Professional Growth Committee determining the points to be awarded before participation. The application, together with substantiating evidence that the work has been completed, shall be given to the Human Resources Office. After the Professional Growth Committee has reviewed the application, notice will be sent to the applicant of approval or non-approval. The application original will be filed in the Human Resources Office. Certified staff may earn more than twenty-four professional growth points in a six-year period and have these recorded by submitting the appropriate paperwork.

Professional Growth Committee:

A Professional Growth Committee will be appointed by the superintendent or his/her designee. Minimally, the Director of Human Resources/Accreditation and certified staff representing different grade levels/curriculums will make up this committee. There will also be an ex-officio staff member in each building to provide Professional Growth information to fellow staff members who don’t have a committee representative in their building.

Classification of Activities:

Listed are the activities for which growth points may be obtained and the maximum number of points allowed specific to that activity. The required 24 points may be earned in a single year or over a period of six years (nine years for new staff). Points earned during one growth period may not be carried over into the succeeding professional growth period even though they may have been earned in excess of the required number.

Schedule:

September 1 st	Deadline to submit summer growth points
January 31 st	Deadline to submit first semester growth points
May 31 st	Deadline to submit second semester and yearly committee growth points <u>and</u> requests for new Professional Growth Period
Last Fri. in Oct.	Professional Growth Point Update from Human Resources Office to all certified staff

Professional Growth Activities/Points

Professional Growth Activity	Point Criteria	Point Limits
I. Course Work		
A. College or university courses	One credit hour=4 points	
B. Verified audit of college or university course	One credit hour=1 point	
II. Professional Meetings		
A. Workshops, curriculum conferences, and conventions <u>outside</u> PLC/contract time	Three seat hours=1 point ¹	
B. Workshops, curriculum conferences, and conventions <u>during</u> contract time	Six seat hours=1 point	12
C. Workshops conducted by Norfolk Public Schools <u>during</u> contract time (<i>documented by building administrator</i>)	One day=1 point	
D. Webinars or internet inservice programs (<i>must be pre-approved/verified by an NPS administrator</i>)	Three viewing hours=1 point	
E. Professional presentations prepared and presented to adults at a workshop, conference, or convention	Preparation: One hour=2 points Presentation: One hour=1 point	
III. Other Pre-Approved Activities¹		
A. Professional research related to pedagogy	1- 4 points*	
B. Publication of work in professional journals or other education-related materials	1- 4 points*	
C. Member of an accreditation/school improvement review	One day=2 points	
D. School visitation for curriculum (<i>i.e., a new math or reading program</i>), initiatives, etc.	One day=1 point	
E. Service as a “cooperating teacher” for a student teacher	One semester=6 points	12
F. Service as a “cooperating teacher” for a clinical/practicum student (<i>college student gaining knowledge of the profession prior to student teaching</i>)	Twenty hours=1 point	
G. Service as a mentor for an administrative intern	20 hours = 1 point	
H. Service as an appointed or elected officer of a professional education organization	1- 4 points*	
I. NPS Bootcamp, Tech Tuesday, Geek Gatherings, etc.	One hour=1 point	
J. Curriculum work <u>outside</u> PLC/contract time	Two hours=1 point	
K. Curriculum work <u>during</u> contract time	Four hours=1 point	
L. Committee attendance <u>outside</u> PLC/contract time	Two hours=1 point	
M. Committee attendance <u>during</u> contract time	Four hours=1 point	
N. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the building administrator	1- 4 points*	

*Points determined by Professional Growth Committee and building administrator

¹ “Pre-approved Activities” shall mean those professional growth activities approved by the building principal. Questions should be referred to the Human Resources/Professional Growth Office.

Notes:

- ✓ You must qualify for at least one full point (*i.e., multiple meetings/activities within the time limit/category can be combined*) to apply for Professional Growth.
- ✓ No more than 6 growth points can be awarded in the areas of extra-curricular activities in any growth period (*i.e., Nebraska Coaches Clinic, etc.*).
- ✓ All applications eligible for consideration must be signed and submitted to the Professional Growth Assistant during the Professional Growth Period.
- ✓ Up to 12 professional growth points may be awarded each growth period for activities that are done during school hours and/or while taking professional or school business leave approved by a building principal.
- ✓ Certified staff members with an extended contract may acquire more than 12 professional growth points in each growth period for activities that are done during contract time when approved by the Superintendent of Schools. (*Reference Point Limits II. B./C.*)