

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PROFESSIONAL GROWTH

ADOPTED: June 1, 1964

REVISED: January 24, 2011

<p><i>Formerly Policies 532, 533 and 533.1, 533.3</i></p> <p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p style="text-align: center;">533. PROFESSIONAL GROWTH</p> <p>The Board of School Directors <del>shall</del><u>encourages</u> classified employees to participate in continuing vocation-based study and training, as well as maintaining active membership in vocational organizations, in order to realize opportunities to develop improved and more efficient and effective vocational and organizational practices.</p> <p>The Board encourages all classified employees to further their vocational and personal advancement through special classes, conferences, training and membership and participatory attendance in vocational organizations and meetings.</p> <ul style="list-style-type: none"> <li>• Classified employees may attend or participate in pre-approved training courses, including community college courses <del>as pre-approved</del>. Such attendance or coursework shall be pre-approved by the appropriate Supervisor and the Superintendent or his/her designee if tuition <u>or a registration fee</u> is requested.</li> </ul> <p><u>Professional growth opportunities shall be requested and approved consistent with then current collective bargaining agreements, contracts or MOUs as applicable.</u></p> <p>Such educational activities will be attended during hours that are considered non-working hours unless attendance during <del>such-working</del> hours has been required or specifically permitted by the District.</p> <p>Tuition reimbursement requirements and limitations may be found in the Administrative Regulations appropriate to this policy.</p> <ul style="list-style-type: none"> <li>• Classified employees may also be required by the Commonwealth or District to attend particular courses of study for purposes of gaining or retaining required licensure or certification.</li> <li>• Classified employees may attend conferences and meetings with the approval of the appropriate Supervisor and the Superintendent or his/her designee. Approval to attend such meetings shall be based upon vocational interest, activity, leadership, and financial limitations of the District, with consideration given to cumulative absence and/or work interruption.</li> <li>• Courses and in-service programs conducted or sponsored by the district, <u>as well as other districts or local intermediate units,</u> may be attended by classified</li> </ul>
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employees with supervisory approval.

- Classified employees are encouraged to belong to and participate actively in vocational organizations in order to seek improvements in organizational and vocational practices.

It is expected that the classified employee who has attended a vocational gathering, training session or class will share acquired observations, and ideas concerning best practices and useful experiences with fellow employees for the improvement of the District's policies and practices.