Bethlehem Lutheran School

**Faculty Professional Growth Policy**

**1.** Each faculty member of Bethlehem Lutheran School shall be required to earn 6 [six] credits of continuing education every 4 [four] years. Each credit will roughly correspond to 15 hours of educationally appropriate instructional time. Partial credits will be allocated (1.5 hrs = .1 credit) as warranted.

**2.** Teachers will also be given partial or full continuing education credit for attending educational opportunities such as:

* Undergraduate or graduate educational coursework for credit
* Teacher Conferences *(other than Oct. State Teachers’ Conf. and Feb. KML Educator’s Conf.)*
* Teacher In-services
* Educational Workshops/Seminars
* School/classroom visitations at other schools
* \*Involvement in professional education organizations
* \*Participation in community activities/services approved by the principal or BoE
* \*Other professional activities approved by the principal or BoE

*\*maximum of .5 credit per year*

**3.** The courses/workshop/seminars/conference for credit within Bethlehem’s Faculty Professional Growth Policy must be approved by the principal or BoE.

**4.** Additional professional growth activities can be added to the plan, as suggested by the teacher and approved by the principal. Such activities may include:

*Reading a book and employing learned techniques in the classroom; Presenting to the BLS faculty at an in-service; Presenting at a Teacher’s Conference; etc.*

**5.** Teachers are encouraged to find educational opportunities closely related to their teaching role and/or identified improvement objective.

**6.** As feasible and appropriate. The information/skills learned in these professional growth activities should be shared with the staff by the teacher involved.

* All teachers will be encouraged to implement the information/skills into their classroom lessons as appropriate.
* The BoE encourages the use of a variety of classroom lessons, teaching techniques/strategies, student activities, classroom projects etc.

**7.** Each teacher will fill out the appropriate form when the continuing education activity is completed. [Form attached]

* Completion of college courses will require a copy of a college transcript.
* All forms/transcripts will be placed in each teacher’s personnel file.

**8.** The Principal will organize and maintain the data relating to each teacher’s accomplishment of the required continuing education credits.

**9.** Once a year [June] the BoE will review the data concerning each teacher’s professional growth progress. Those teachers lagging in their efforts will be notified and encouraged by the BoE.

**10.** Bethlehem Lutheran School’s special funds, ESEA Title monies, and/or school general funds will support each member of the faculty in his/her professional growth education efforts. Beginning June of 2011, each faculty member has $500.00 allocated annually per school year for appropriate professional growth as outlined in this policy.

**11.** Allocated monies will be paid directly to the educational institution or workshop involved on behalf of the teacher requesting financial assistance.

**12.** A called teacher has the right to ask the BoE for further considerations relating to the application of the above policies.

**Policy established by the BoE: June, 2011**