

**TEACHING STAFF GENERAL INFORMATION - GRADUATE-
UNDERGRADUATE- IN-SERVICE COURSES AND CREDIT**

For information about the following professional staff topics, refer to the appropriate article(s) in the Agreement between the South Colonie Teachers' Association and the Superintendent of Schools of the South Colonie Central School District.

- Arrangements for Substitutes
- Assignments and Transfers
- Complaints
- Contracts & Compensation Plans
- Extra Duty
- Fringe Benefits
- Health Insurance
- Job Security
- Leaves and Absences
- Negotiations
- Part-Time and Substitute Staff Employment
- Personnel Records
- Posting of Vacancies
- Retirement of Members
- Salary Schedules
- Seniority
- Staff Meetings Time
- Schedules Vacations
and Holidays
- Visitations and Conferences

Note: These issues are handled in this manner to ensure that policy remains consistent with contract language. Specific articles in the contract are not mentioned as they may change as the contract is re-negotiated.

Revised: April 14, 2020, November 5, 2013

Reviewed: February 7, 2017; August 5, 2014

SALARY CREDIT FOR GRADUATE COURSES

- A. Intermediate credit payment compensation between schedules are allowed for Teachers at the rate approved in the SCTA Teachers Contract of approved credits completed prior to September 1 of each year and for which official transcripts are on file in the District Office by November 1. Credit payment compensation between schedules for Teaching Assistants is at the rate approved in the SCTA Teacher Assistant contract.
- B. Teachers and Teaching Assistants are responsible for making certain that required official transcripts of work are on file in the District Office no later than November 1.
- C. Approved salary credit will be paid in two equal lump sums in January and June the first year, and will become part of the contract salary each year thereafter.
- D. Salary credit for advancement to a higher schedule will begin with the semester following completion of the requirement provided the necessary official transcripts are on file in the District Office. If the requirements are completed between September 1 and January 31 (and the required transcripts are on file by April 1), one-half of the increased salary allowance will be paid during the second semester (in June) and the full amount will be added each year thereafter.
- E. If you have additional hours, degrees, or advancement to higher schedules to claim for the current year, please complete the attached form (9200-E) and return it to the attention of the Assistant Superintendent for Human Resources at the District Office. Claims will be processed for payment only if the necessary transcripts and this form are received in the District Office by November 1.

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GRADUATE CREDITS

- A. In order for any course to be approved for graduate credit, the course must be listed as ‘graduate’ on the official transcript and have a graduate course number associated with the course and receive a course grade (numeric or letter). The District requires a grade of “B” or better to receive credit for a graduate course. P/F, S (for Satisfactory), A (for Audit), or CR (for completed courses) are not approved for salary compensation.
- B. In order for a course to be approved for graduate credit, the course must receive prior approval by the District and meet one of the following additional criteria:
1. The college or university meets the New York State Education Department’s guidelines for approval of a college or university. A State Education Department list identifies approved teacher education programs from which graduate credit may be granted. The District will use colleges and universities from this list to approve submitted courses. The State Education Department also uses the manuals listed below to determine approval. The District will approve colleges and universities identified in the manuals below and/or the State Education Department listing:
 - a. The American Council on Education-Accredited Institutions of Post-Secondary Education.
 - b. The National Association of State Directories of Teacher Education and Certification (NASDTE).
 2. The District will approve colleges and universities accredited by the National Council for the Accreditation of Teacher Education (NCATE) if the submitted course is at the graduate level.
 3. Graduate courses must be taught by the college or university that is granting the credit and the course must be part of a Masters or Doctorate program in education. The course must be a core course and/or an acceptable elective for an educational program of study and must be listed within the college or university catalog.

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GUIDELINES AND CRITERIA FOR APPROVAL OF IN-SERVICE

1. In order for a course to be approved for in-service credit the course must receive prior approval by the District and must meet one or more of the following criteria:
 - a. implementation of prioritized District initiatives
 - b. research based strategies, instructional practices, innovations, designed to increase learning and improve the quality of instruction in the teacher's specific content area.
 - c. improvement of student achievement results
2. Staff can earn one (1.0) in-service credit for fifteen (15) hours of in-service coursework.
3. Any in-service course approved for credit is only approved for that school year (July 1 – June 30).
3. All presenters must be approved by the Assistant Superintendent for Human Resources and/or the the Assistant Superintendent for Instruction.
4. In-Service courses will not be approved for:
 - a. any activity that takes place during the school day
 - b. any activity that is reimbursed or paid for by the District or any other organization
 - c. any teacher who fails to sign the participation list at the activity for a District-sponsored course;
 - d. time for registration, breaks, meals, or exhibits
 - e. video courses (webinars) that are not part of a supervised in-service course
 - f. online courses that are not able to provide documentation of amount of time spent online as well as confirmation that online course work was completed
 - g. an individual who is the instructor of the course
 - h. courses which include less than three (3) contact hours
 - i. any course submitted more than three (3) years after the Board of Education date of approval
5. It is the responsibility of the participant to maintain earned certificates and submit them to the Human Resources Office in fifteen (15.0) hour increments. Only original certificates will be accepted.
6. All In-Service and Graduate Courses must be proposed through the professional learning data management system. Once the course has been entered into the program, it will be forwarded to the Assistant Superintendent for Human Resources for review, and when applicable, onto the Board of Education for consideration and possible approval. Following approval, the course will be listed as approved within the professional learning data management system.

7. Following Board of Education review, and if applicable, approval, participants must register on the District's professional learning data management system. If the course is sponsored by an outside agency, participants must also register with the sponsoring educational provider.

GRADUATE/UNDERGRADUATE COURSE CREDIT

At times, colleges and universities offer the option of taking a course for graduate or in-service credit. Staff members taking the course for Graduate credit must ensure that the course meets the requirements outlined in this document under Graduate Credits (9200-R2).

In order for staff members to receive payment for Undergraduate courses, these courses must be pre-approved by the Assistant Superintendent of Human Resources as In-Service credits. These courses must meet the requirements outlined in this document under Guidelines and Criteria for Approval of In- Service (9200-R3).

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**APPLICATION FOR SALARY CREDIT
FOR GRADUATE COURSES**

STAFF MEMBER NAME _____

SCHOOL BUILDING _____

BACHELOR’S DEGREE EARNED AT _____

Month	Year

(College)

MASTER’S DEGREE EARNED AT _____

Month	Year

(College)

DOCTORAL DEGREE EARNED AT _____

Month	Year

(College)

TRANSCRIPTS HAVE BEEN REQUESTED FROM THE COLLEGE: **YES** **NO**

SUFFICIENT CREDITS MET FOR SALARY SCHEDULE ADVANCEMENT

This application will be processed only after receipt of official transcripts for the courses listed below:

COLLEGE	NAME & NUMBER OF COURSE	DATE COMPLETED	CREDIT HOURS