

Credit Hours

Eligible staff members will have an opportunity to increase their salary by earning professional development credit that has relevance to the appropriate CDE Professional Licensure Standards and to the content that they teach or use in their position.

The following credits are eligible for salary advancement.

1. Credit hours from an accredited college and/or university.
 - a. Up to two credit hours for supervision of a student teacher that is a semester in length; up to one credit for supervision of a practicum teacher. Supervision of a student teacher that is shared with one or more teachers shall have the credit hours prorated based on the number of supervising teachers during the semester.
2. Credit hours from professional development course offerings provided by Windsor Charter Academy.
3. Credit hours from professional development course offerings provided by external organizations that are approved in advance by the Director of Curriculum, Instruction, and Innovation.
 - a. Up to two credit hours of experiential learning (i.e., study abroad programs) can be applied for every ten (10) credits that are earned within three years of application for salary advancement. Credit hours are determined by the number of hours in experiential learning and not time for travel. Experiential learning must be specific to the content that the individual teaches.

Fifteen (15) contact hours of professional development equals 1.0 credits. Course offerings eligible for credit approval must meet a minimum threshold of 0.25 credits. Professional development credits will be granted in increments of 0.25 credits only.

Approval of Credits

Eligible staff members must complete and submit a Windsor Charter Academy Horizontal Advancement Application by March 31st to be considered for eligibility for the following school year. The Director of Curriculum, Instruction, and Innovation will assess the submitted application to determine whether it includes a plan to complete ten (10) credits that align with the relevant professional quality standards.

Eligible staff members must provide official transcripts or proof of successful completion, indicating the hours/credits earned, to the Director of Curriculum, Instruction, and Innovation by September 1st of the current school year.

The Director of Curriculum, Instruction, and Innovation shall review the request for advancement and make a determination on the relevant credit hours submitted for licensure. Professional development course offerings must have relevance to the appropriate professional quality standards. Coursework submitted for advancement may not be a repeat of the same course taken within the previous two (2) years.

In the case where the applicant disagrees with the decision of accepted credit hours, the Executive Director shall cause a review team to review the request for advancement. The review team shall consist of the Executive Director, Director of Curriculum, Instruction & Innovation, Director of Finance & HR, one Board

Member, and one teacher or counselor. If, in the opinion of the review team, credits are not deemed sufficient with regard to relevance to appropriate licensure standards, the team may deny such credits toward advancement. If the review team finds in favor of the individual making the request, the credits shall count toward advancement. The findings of the team shall be final. In the case where a majority of the members of the review team cannot reach a decision, the team shall refer the decision to the Executive Board President, and the decision of the Executive Board President shall be final.

Pay Increases

Advancement granted in March shall be paid on the next contracted school year and be evident in the September payroll.

Other Considerations

Teachers or counselors who are hired with a bachelor's or an advanced degree, but are not certified teachers or counselors, may wish to complete an alternative licensing program. Credit hours from professional development course offerings provided by external organizations for alternative licensing must be approved in advance by the Director of Curriculum, Instruction, and Innovation to be considered for horizontal movement.

Once a bachelor's degree or master's degree is obtained, hours for salary advancement must be earned after the date the degree was granted.

Credit for advancement shall not be granted for coursework or other professional development activities completed more than seven (7) years prior to the date of the request for advancement.

Windsor Charter Academy Executive Board

Adopted: September 2007

February 2016

November 2017

March 2021

April 2022

April 2023

September 2025