MSD: Professional Development Needs, Released Time, Observation, and Lane Advancement Records

Educators should be encouraged to actively participate in professional development opportunities that stimulate new ideas, inspire personal growth, and improve classroom practice.

Before professional development courses are arranged, educators may be contacted through faculty meetings or questionnaires to determine professional development needs and interests. Opening Institute and Mid-Year Institute activities that are part of the contract calendar may be scheduled as part of the professional development program.

When workshops that meet educational needs and interests are scheduled within the District, released time from regular duties may be allowed. When deemed advisable by the principal and Superintendent, teachers may be given opportunities to observe other teachers at work, either within the District or in another district selected by the teacher and the administrators.

For salary lane advancement, educators are encouraged to submit programs of study for prior approval to the Superintendent. Post-graduate degree programs in the field of education approved by an accredited college are automatically prior approved. If substitution of courses becomes necessary in a prior-approved program, any course relevant to the approved program and listed in the college catalog as graduate-only is automatically prior approved, with the burden of proof on the applicant.

USBE credit recorded by the Utah State Board of Education and professional development activities granting State or District relicensure points may be used for lane-change credit as allowed by District salary procedures. Relicensure points used for lane advancement are limited to ninety (90) points per lane advancement, the equivalent of five (5) semester hours. Coursework used for lane advancement must be earned within a ten-year period and must be in the teaching field or a closely related field unless otherwise approved by the Superintendent.

An educator who will qualify for a lane change by September 1 of the upcoming school year must notify the Superintendent in writing by June 1 for budget planning. To receive any lane increment, including a master’s or doctorate degree increment, or to be recommended for advanced licensure, an official transcript or other certified proof of credit must be submitted to the District Office by September 15 of the new contract year.

Source: MSD Policy 4230, approved 2021.