

Appendix G

Advancement to Track 7

Background:

The contract between the Hanover Education Association and Dresden School Board for 2008-09 through 2010-11 states that after December 1, 2008, "...the requirement for advancement (to the new Track 7) shall be based on one of the following:

- A. Completion of a PhD degree in a discipline that is relevant to the contractual duties of the certified staff member. For current staff members the relevance of the degree will be determined by CSDS. For PhD programs begun after July 1, 2008, prior approval is required. For new hires, the relevance of the degree for initial placement will be determined by the Superintendent.

- B. Completion of the requirements for track 6 plus completion of a program of 30 credits of coursework and/or alternate credit work, approved in advance by CSDS, that is relevant to the contractual duties of the certified staff member. For programs begun after July 1, 2008, prior approval is required."

Submission Process

HEA members seeking advancement to Track 7 should submit a cover letter, an Advancement Plan describing the applicant's anticipated coursework, and a signed Application Form for review by the CSDS. These forms should be signed and endorsed by the Principal, Department Head (if applicable), and the Building SDC. The completed and signed forms should be submitted for review by the CSDS by May 15 for the June review cycle, by September 15 for the October review cycle, by November 15 for the December review cycle, and by March 15 for the April review cycle. The CSDS will notify the applicant of the status of their proposed submission and may recommend changes.

Annual Administrative Review

At the end of each school year, the Principal will review the Advancement Plan with the applicant and submit an annual progress report to the CSDS on the completion of the applicant's advancement to track 7. In this review with the Principal, the applicant may make modifications to the Advancement Plan, wherever possible providing more detail.

Amending the Advancement Plan

If substantive changes to the Advancement Plan are warranted, the applicant should submit a modified plan to the CSDS to seek approval for an amendment. These modifications will be considered by the CSDS at their next regularly scheduled meeting following their submission.

Concluding Report

Upon completion of the Advancement Plan, the applicant will submit a reflection paper indicating how the collection of coursework and activities affected their professional work, summarizing the sharing activities with colleagues, and the expertise gained as a result of their coursework.