

Professional Growth Program

All full-time employees of the **Dilley Independent School District** are encouraged to engage in professional growth activities during the course of their employment. The purpose of this program is to maintain a sound understanding of developing education trends and changes taking place in education.

Proposal

The cost of Higher Education course work, which may include seeking a bachelor's degree, master's degree or doctorate, will be reimbursed to the employee at a predetermined rate per semester hour.

Requirements

1. Any hours of credit must be in areas designed to:
 - a) Increase competency in the position held
 - b) Lead to a degree
 - c) Gain additional professional certification or endorsement
2. Must have prior approval in writing from the Superintendent.
3. The employee seeking reimbursement must agree to remain in the district and allow D.I.S.D. to benefit from the new knowledge. Those employees receiving reimbursement for course work toward a degree will be required to remain with the district for at least 2 (two) years upon completion. Those employees receiving reimbursement for taking other course work, not towards a specific degree, will be required to remain in the district for at least 1 (one) year. If the employee fails to remain in the district the required length of time the money expended towards their course work will be paid back to the district through payroll deduction from the employee's last paycheck, unless other arrangements have been made.
4. Any hours of credit must be obtained from a college or university, which is recognized by the Southern Association of Colleges and Schools.

Securing Approval

Reimbursement for professional growth activities requires prior approval from the Superintendent in writing.

Employees seeking reimbursement must complete, and sign, the REQUEST FOR APPROVAL OF HIGHER EDUCATION COURSE form and return it to their principal or supervisor.

Request for reimbursement must be approved before enrollment.

Reimbursement

The rate of reimbursement is \$40 per semester hour. If the college hours are apart of an approved degree plan on file in the Administration Office, the reimbursement is \$50 per semester hour. The rate of reimbursement per semester hour will not exceed the amount of the actual cost per hour.

To receive reimbursement, the employee must have received appropriate approval and provide an official grade report or transcript. No grade below a "C" will receive reimbursement. For those seeking graduate degrees, no grade below a "B" will be reimbursed.

Application for payment of Summer and Fall semester courses must be made by January 5 for reimbursement in the next payroll period. Application for payment of the Spring semester courses must be made by June 1 for reimbursement in the next payroll period.

