

**Twain Harte School District
Notification of Additional
Coursework**

Submit completed form and attachments (course synopsis) to the District Office
Complete one form for each course

NAME: _____ DATE: _____

POSITION: _____

COLLEGE/UNIVERSITY: _____

COURSE TITLE: _____

COURSE #: _____ CREDIT HOURS: _____ Quarter Semester

DATES(S) COURSE TAUGHT: _____

Please attach documentation of course content and the reason(s) you wish to take the course. Coursework must meet the criteria of the Twain Harte Federation of Teachers Union Contract Article 10 items below in order to qualify for additional salary credit.

10.3 Education Units

- 10.3.1 \$101.42 per semester unit, 120 unit's maximum, effective 2018-2019 school year. [Modified 01/15/2019]
- 10.3.2 One quarter unit credit for every twenty (20) non-school hours attendance in workshops or curriculum committees if other compensation is not given.
- 10.3.3 The Union Members will complete a PDF Notification of Additional Coursework created by the District Office in order to notify the District of classes and units to be completed. Proof of units must be presented to the District Office by September 15th of each school year for the units to be credited for that school year.
- 10.3.4 Effective with respect to units taken after July 1, 2004, professional development that enhances salary on the salary schedule shall consist of the following:
 - 10.3.4.1 College and university work that satisfies one or more of the following:
 - 10.3.4.1.1 Courses that develop increased competence in the present teaching area, including curriculum development.
 - 10.3.4.1.2 Courses that are preparation for a teacher who changes, or plans to change, from one curriculum to another.
 - 10.3.4.1.3 Courses that develop competencies in an additional curriculum area.
 - 10.3.4.1.4 Courses that directly relate to the Board-directed goals of the District.
 - 10.3.4.2 In-service sessions which are district approved. Such in-service sessions shall be credited as per 10.3.2 of this agreement. Unit members may volunteer to attend additional professional development days, if offered. If a unit member actually attends any of these professional development days for the full day, the unit member shall be compensated at his/her daily per diem rate for each full day of attendance. [Modified 05/15/2017]
 - 10.3.4.3 Professional growth and development activities, which are aligned with the California Standards for the Teaching Profession, as per Education Code Section 44277. For activities, which are not college or university course work related, credit shall be earned as per 10.3.2 of this agreement.
 - 10.3.4.4 Unit members must have prior approval from the Superintendent for course selections and other professional growth activities prior to commencing the work. [Modified 02/09/2022]

Employee Signature

Date



Approved



Denied: Reason _____

Superintendent Signature

Date