



930 Colorado Avenue ~ Montrose, Colorado 81401 [mailing](#)
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Professional Growth and Salary Advancement Criteria
Only Professional Development completed on personal time
will be considered for Salary Advancement.

Professional development is an integral part of education and the on-going success of MCS D employees. Your Frontline Professional Growth Account (MLP) will help manage every aspect of your professional growth cycle and empowers you to take an active role in your learning.

What Professional Development is:

- A wide variety of specialized training, formal education, or advanced professional learning intended to help improve professional content knowledge, competence, pedagogical skill and effectiveness.
- To earn or maintain professional credentials such as academic degrees to formal coursework & conferences.
- Process of improving and increasing capabilities through access to education and training opportunities in the workplace, or through outside organizations.

What Professional Development is not:

- Book studies
- Webinars
- Committee work
- Meetings (staff meetings, team meetings, etc.)
- Curriculum work (development of unit plans, assessments, etc.)
- New system tutorials (systems used to perform your job function)



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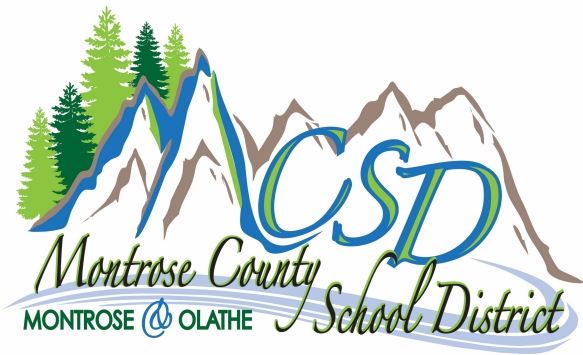
How to apply for Salary Advancement when course completed on personal time:

- All professional development that is submitted for salary advancement must be directly related to current position responsibilities and enhance career performance and completed on personal time.
- Document professional development growth on an ongoing basis.
- View the catalog within MLP to learn about what professional development is available.
- Input only professional development hours into MLP. (Do not include travel, breaks, etc.)
- It is the employee's responsibility to submit professional development documentation annually for salary advancement. The submittal date is located on the salary advancement/clock hour form. Please follow the submission process:
 - Classified Staff – 20 clock hours of salary advancement documentation may be submitted once a year - January 15th.
 - Licensed Staff – Clock hours/credits for salary advancement documentation may be submitted 1-2 times a year by January 15th.
 - Submit certificates with the proper corresponding **cover sheet** and documentation (if applicable). **Individual certificates without the appropriate documentation will be returned.**
- Certificates may only be submitted once for salary advancement.
- No duplicate classes can be submitted, unless required to take annually (refresher).
- Salary advancement is negotiated annually during the spring negotiations.
- Calculation for how credit is earned is located on the appropriate salary advancement cover sheet.



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- Professional development used toward salary advancement may be earned by the following:
 - MCS D professional development opportunities completed on personal time,
 - Completion of college course work resulting in an official transcript, and/or
 - Participation/completion of workshops, courses, learning opportunities.

Submittal:

Salary advancement can be submitted via the following documentation.

(Documentation MUST be included with the Salary Advancement/Clock Hour cover sheet, with the exception of transcripts):

- College transcript
- MCS D certificate (indicating completed on personal time)
- Frontline (MLP) transcript **may be submitted in lieu of individual MCS D certificates IF it is clear what is being submitted.
- Non-MCS D certificate accompanied by a pre-approval form
 - For more information on the pre-approval process please see the pre-approval form
 - Please do not submit preapproval forms without the final documentation (cover sheet and certificate of completion)

Related information:

- Master Contract: Addendum B & C (located on website) **a.k.a. “cover sheet”**
 - Classified Staff Clock Hours Earned Schedule for Salary Advancement
 - Licensed Staff Clock Hours Earned Schedule for Salary Advancement



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- Pre-approval form for course credit hours (located on website)
- Frontline Professional Growth (MLP) – course catalog
 - Every employee has a Frontline Professional Growth (MLP) account
 - Course catalog can be viewed once logged into site

For specific questions to the process:

Please contact the Human Resources Department at 970-252-7906.



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