

**Continuing Education**

To provide the students entrusted to their care with a quality Catholic education which reflects the current trends of research, professional employees should pursue their own professional growth through college courses, conferences, workshops and professional reading.

Each school will develop a written policy for compensation to the professional employee for costs incurred in continuing education. The minimum level of reimbursement is as follows: (Higher levels of funding are encouraged.)

1. For professional employees working towards level II certification- ½ of the current cost for graduate credits at state universities, with a limit of six credits per year. Presently teachers must have 24 credits beyond level I certification to attain level II.
2. After level II certification- ½ of the current cost for graduate credits at state universities, with a limit of three credits per year.

**Diocesan Orientation Day**

All elementary and secondary professional employees, religious and lay, who are **new** to the diocese, must participate in the Diocesan Orientation Day, scheduled annually by the Secretariat for Education.

**Diocesan Education Conference**

The annual Diocesan Education Conference is considered a regular contract day. All full time professional employees are required to participate in this gathering.

**Staff Development**

As educators committed to on-going professional development, all professional employees are required to participate in the staff development program outlined by the diocese and by their local school. The current program of staff development is outlined on the attached page. This program may be modified annually to meet evolving state and professional standards. (See attachment 4131)