

**SECTION D**  
**PROFESSIONALIZATION**

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## **SECTION D PROFESSIONALIZATION**

### **D-1 Scope and Purpose**

Professionalization activities are designed to underscore the role of M-DCPS administrators as the most legally accountable of all employee groups for the successful delivery of effective programs and services in M-DCPS schools/centers.

### **D-2 Activities**

Accordingly, professionalization activities assist administrators to expand and improve their professional competencies, to assume the leadership of all educational improvement stakeholders in a consensus-building process, and to promote their personal satisfaction as education professionals.

Varied professionalization activities are needed to address the diverse needs of M-DCPS administrators. Such activities may include:

- The establishment of a standing committee by the Superintendent of Schools to review issues relative to administrator's professionalization.
- Research by Leadership Development in state-of-the-art training techniques for best practices, and administrator exchange programs.
- Recommendations concerning policies and procedures required to implement new advances.

### **D-3 Administrator Design Team**

An Administrator Design Team approach will be used in formulating and developing proposed school district policies and programs related to managerial issues. This will facilitate training in administrative problem-solving and organizational development, while ensuring that the person ultimately responsible for implementing programs and policies at the point of impact is directly involved in the planning of such policies.

### **D-4 Tuition Reimbursement for Administrators**

In order to enhance the managerial skills of administrators in areas related to improving the learning environment of the schools and areas related to administrative competencies which support district goals, a tuition reimbursement program is available for full-time administrators. Within the guidelines of the proposed program, tuition reimbursement shall be limited to graduate level courses leading to an educational specialist or doctorate degree in areas that directly impact teaching and learning in the classroom. Appropriate areas of study include educational leadership, educational theory and practice, educational research, educational technology, or educational psychology with specialization in areas such as curriculum and instructional leadership,

school/business management, or learning and cognition. The appropriateness of the area of study for tuition reimbursement will be determined by the Assistant Superintendent, Human Resources, Recruiting, and Performance Management if disputed.

- A. Full-time administrators shall be eligible to receive tuition reimbursement payments for up to nine graduate semester hours (or the equivalent in quarter hours) per year from an accredited institution of higher learning at a rate not to exceed \$130 per semester hour up to a total of 36 graduate semester hours leading to an educational specialist or doctorate degree. If funding is not available to allow all interested administrators to participate, a waiting list should be maintained by Compensation. Administrators who have applied for and are participating in the Deferred Retirement Option Program (DROP) are not eligible for tuition reimbursement.
- B. The period in which the nine hours may be taken extends from the fall term to the succeeding fall term for the particular institution the employee is attending.
- C. Courses must be completed during an individual's employment period as a full-time administrator.
- D. Graduate credits earned during the summer are reimbursable if participants are employed as administrators by The School Board of Miami-Dade County, Florida in the succeeding year.
- E. In order to receive reimbursement, receipt(s) for tuition paid and official transcript(s) must be submitted to Compensation Administration no later than 6 months after the end of the term/semester during which the course was completed.
- F. Payment will be made in a timely fashion upon verification of eligibility.