

**Public School Employees of Washougal
Washougal School District
Staff Development**

The school district has set aside \$7,500 for grants to classified employees for personal professional development. A committee of PSE members (Margie Shoemaker and Brenda Brock) and administrators (Mary Lou Woody and Les Brown) will administer this fund. The intent is to encourage personal growth and improve job performance. Grants are limited to approximately \$250 per employee per year. Application forms are available from building representatives or the district human resources office.

These grants are not to be used for the purpose of teacher certification classes. They may be used to offset the cost of taking a Praxis test, but only upon successful passage of the test. Unless otherwise arranged, grants will be on the basis of reimbursement upon successful completion (proof will be a certificate of completion you must turn in to Human Resources). In most cases, purchase orders will be used to pay the vendor – Human Resources will have the PO issued and register you in your class. If a workshop is prepaid and the employee does not attend or successfully complete the activity, the employee will have to reimburse the district.

Frequently Asked Questions

What kinds of activities qualify?

This fund is for workshops, seminars, conferences, classes, job shadowing– anything that will help you do your job better.

When, where and how do I apply?

Submit your registration form and Staff Development form to Human Resources. If the class is one being offered by the district, complete a time sheet and submit it to Human Resources.

What costs are covered?

Grants are designed primarily for course/conference/workshop fees. In some cases there may be other costs, such as substitute pay if the employee has to miss work. These will be decided on a case-by-case basis.

What costs are not covered?

This program is not designed to reimburse for costs of licensure, certification or to take classes that are in a teacher preparation program.

How does the committee decide which grants are funded?

The committee will weigh the responses on the application form, looking at relevance, job advancement and increased job performance. In some cases grants may provide partial funding for the activity.

How is my supervisor involved?

There is a place on the form for the supervisor to sign, indicating their knowledge of your application. In some cases supervisors may actually recommend growth activities.

Other questions? Contact Rhonda Sherman 954-3051 in the HR she coordinates the fund for staff and the committee.

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Name: _____

Date: _____

1. What development activity (class, conference, workshop etc.) are you applying for? (**Attach information**)

2. How much will it cost, and where will the money be spent?

3. How is this activity relevant to your job?

4. Will this help you in job advancement, and if so, how?

5. How will this activity increase your job performance?

Signature

Supervisor's Signature

Please turn this form in to HR Dept. at the district office.