

**Professional Growth System (PGS)
Online Documentation and Process Timelines
Summary**



The Professional Growth System (PGS) was implemented within the Clark County School District (CCSD) in 2016 for licensed personnel to engage in approved activities to accrue Contact Units (CUs) for salary advancement. The PGS continues to be a primarily paper-based system and is in need of moving toward a robust solution to handle the workflow. Configuration of a new system, *PGS Submission System*, is being setup. Pilot implementation, training development, and support development with licensed personnel and administrator user groups are currently in progress. This move toward a robust solution will result in significant changes to current practices starting June 1, 2018.

The anticipated deadline for employees who have filed for 2018-2019 column advancement to submit hard-copy CU documents to the PGS office is June 1, 2018. It is anticipated that starting June 2, 2018, all documentation must be submitted electronically in the system.

All District professional development activities that are currently listed in Pathlore will be integrated into the system in December 2018. With this change, CU accrual for professional development that is internal to the system will be automated.

Trainings related to changes in practices will be provided as tutorial videos on the PGS Web site in May 2018 at <http://cpd.vegas/pgs>. Face-to-face assistance regarding changes in practices will be available in June and July 2018, and may be found in Pathlore, keywords: *PGS Submission System Support*.

Current Practices	Anticipated Future Practices	Date
PGS – Self-Reported Activities <ul style="list-style-type: none"> Employee creates hard copy CU Verification Forms. Administrator pre-approves, if necessary. Employee documents activity completion on CU Verification Form and CU Log. Employee submits CU documents to PGS office for hard copy review at completion of 225 CUs for CU approval. Employee modifies documentation as needed. 	PGS – Self-Reported Activities <ul style="list-style-type: none"> Employee enters completed Self-Reported Activities into the system. Administrator post-approves, if necessary. PGS office approves CUs in real-time (days). Employee modifies the submission as needed. System displays CU accrual on employee dashboard in real-time (days). 	June 1, 2018
Professional Growth Plan <ul style="list-style-type: none"> Digital or hard copy Open field to write Focus Areas Signatures from employee and supervisor Upload via Google Forms Modify as needed 	Professional Growth Plan <ul style="list-style-type: none"> Online Select applicable Focus Areas Viewing rights automatically provided for supervisor Modify as needed 	October 31, 2018

Licensed Personnel Submission Process Timeline - Anticipated

Licensed Personnel Activities	Date
Licensed personnel on the two-year track for salary advancement in the 2018-2019 school year submit all hard-copy CU documentation to the PGS office.	June 1, 2018
End date for all hard-copy tracking of CU Log self-reported activities for all licensed personnel: <ul style="list-style-type: none"> • <i>Attending Professional Development outside of CCSD</i> • <i>Award Applications*</i> • <i>College Coursework</i> • <i>College Coursework lower-level courses*</i> • <i>Creating Professional Development*</i> • <i>Grant Writing*</i> • <i>IEP/MDT Writing and Participation</i> • <i>Maintain a Second Endorsement</i> • <i>Mentoring*</i> • <i>National Board Completion and Renewal</i> • <i>National Education Association and Public Education Foundation Programs</i> • <i>Online Professional Development</i> • <i>Presenting Professional Development*</i> • <i>Professional Learning Communities*</i> • <i>School and Community Activities*</i> • <i>Student-Based Extracurricular Activities*</i> • <i>Supplemental Instruction*</i> • <i>Task Force Participation*</i> 	June 1, 2018
Start date for all self-reported training activities to be entered into PGS Submission System for electronic documentation.	June 2, 2018
PGS Submission System Support courses with registration in Pathlore. Morning and afternoon sessions are available each day.	June 25, 2018 June 27, 2018 July 17, 2018 July 19, 2018
Deadline for all CU accrual to be applied towards two-year track salary advancement for the 2018-2019 school year.	August 31, 2018
Deadline for all CU documentation for licensed personnel who have received salary advancement for the 2018-2019 school year due to the PGS office.	October 1, 2018
Deadline for licensed personnel to complete their PGP for the 2018-2019 school year within the electronic system.	October 31, 2018

* Indicates the activity requires your administrator's post-approval within the electronic system.

Administrator Approval Process Timeline - Anticipated

Administrator Approval Activities	Date
End date for hard-copy signing of licensed personnel pre-approval activities for CU Log tracking.	June 1, 2018
Start date for all post-approval self-reported tracking for licensed personnel within the electronic system.	June 2, 2018
Start date for notifications to administrators within the electronic system for post-approval of self-reported activities by licensed personnel.	June 2, 2018
PGS Admin Approval Training courses with registration in Pathlore with start times at 8:00 a.m., 10:00 a.m., 12:00 p.m., 2:00 p.m., and 4:00 p.m.	August 28, 2018
End date for administrator post-approval tracking of licensed personnel self-reported activities for the 2017-2018 school year.	September 14, 2018

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