



Documenting Licensed Compensation Points

9-R Induction	Employees must register for 9-R Induction through ERO. When 9-R Induction has been completed, the employee submits the completed Induction Packet to the Human Resources Office. After the successful completion of Induction, the Human Resources office will issue the Induction certificate and post the Induction in ERO.
Year of Work	Employees in who are in Cell D of Phase I and in Phase II receive 20 points for the completion of at least a 120 day contract. No action is needed on the part of the employee for this to be awarded in ERO.
ILT – Full year commitment	Committee membership is confirmed with principals by the Human Resources Office, and posted in ERO by the end of April.
Mentor Teacher	The Human Resources Office reaches out to Principals to confirm licensed staff that served as Mentor Teachers to new licensed staff and posts the information in ERO. This is posted at the end of April.
Develop & Deliver Professional Development	When licensed staff members develop and deliver professional development, the Principal or the Central Office Department Supervisor who requested the Professional Development, will submit the information to the Human Resources Office for documentation in ERO.
AVID Site Coordinator	Principals provide the name of their AVID Site Coordinator to the Human Resources Office so it can be posted in ERO.
College Credit	College credit requires the Pre-Approval form. The employee must receive authorization from the Principal <i>before</i> the course starts if they want it to be considered for LCS points. When the course is complete, the employee must submit the Pre-Approval form, along with a transcript showing the grade and the credit awarded to the Human Resources Office. The transcript does not have to be an official transcript.
External Professional Development (aligned with 9-R district goals)	External Professional Development (PD) is professional learning that is NOT being taught/facilitated by 9-R staff -- the external provider will be issuing a certificate of completion. For this type of PD, participants do not register in ERO because the provider will be issuing a certificate of completion. The Pre-approval from must be completed <i>prior</i> to the employee registering for the event and signed off on by the Principal/Central Office Department Supervisor. When the PD is completed and the certificate issued, the employee submits the certificate and Pre-Approval form to the Human Resources Office so it can be posted in ERO.

Internal Professional Development (aligned with 9-R district goals)	Employees who are participating in professional learning that is bring taught/facilitated by 9-R staff <u>do</u> register for that professional learning through the ERO system. Employees do not need to have a pre-approval form signed by their supervisor for these events. Because certificates are not issued for these events, the presenter/facilitator for the PD event must turn in the attendance sheet to the Human Resources Office so the hours, and when appropriate, Licensed Compensation Points, can be posted in ERO.
Peer Coaching	Peer Coaching is documented by the Principal and submitted to the Human Resources Office so it can be posted in ERO.
Classroom hosted visit	Classroom Hosted Visits are documented by the Principal and/or the Instruction and Professional Development Department, and submitted to the Human Resources Office so they can be posted in ERO.
Mentor Student Teacher (does not include Immersion experiences)	The Human Resources Office reaches out to Principals to confirm teachers who served as Mentor Teachers to student teachers and posts the information in ERO. Fall Semester is posted at the end of January and Spring Semester is posted at the end of April.
Durango Learning Lab Host (previously identified as PEBC Model Classroom)	Employees must submit an application to the Instruction and Professional Development Department if they want to be considered for the role of Durango Learning Lab Host. The Instruction and Professional Development Department provides a list of Durango Learning Lab Hosts to the Human Resources Office at the end of March so it can be posted in ERO.
National Board Certification	The National Board Certification must be earned while employed as a 9-R employee. Upon completion of program, the employee submits a copy of the certification to the Human Resources Office.
PTO Representative	Committee membership and leadership is confirmed with principals during the month of April by the Human Resources Office, and posted in ERO by the end of April. Employees serving/leading committees do not need to complete paperwork for this.
School/District Accountability Committee	Committee membership and leadership is confirmed with principals during the month of April by the Human Resources Office, and posted in ERO by the end of April. Employees serving/leading committees do not need to complete paperwork for this.
CTE Community Connections Advisory Committee	Committee membership and leadership is confirmed with principals during the month of April by the Human Resources Office, and posted in ERO by the end of April. Employees serving/leading committees do not need to complete paperwork for this.
Committee Work: School directed Building Work, District Work, State/National Work	Committee membership and leadership is confirmed with principals during the month of April by the Human Resources Office, and posted in ERO by the end of April. Employees serving/leading committees do not need to complete paperwork for this.

Two (2) consecutive years of Professional Goal Completion	The first year that this point option will be available is during the 2018-2019 school year as an employee will need to show proficient goal completion in the 2017-2018 and 2018-2019 school years. Documentation of proficient goal completion takes place in RANDA.
Two (2) consecutive years of Student Achievement Goal Completion	The first year that this point option will be available is during the 2018-2019 school year as an employee will need to show proficient goal completion in the 2017-2018 and 2018-2019 school years. Documentation of proficient goal completion takes place in RANDA.