

### Advanced Degree Educational Assistance Program

Section 1. Purpose. The Advanced Degree Educational Assistance Program is designed to assist key employees in obtaining an Ed.S., Ed.D., or Ph.D., with a major in school leadership, school administration, curriculum and instruction, or other area approved by the Superintendent at an accredited and approved university. The Advanced Degree Educational Program is intended to improve the skills required by the individual in their employment or to prepare the administrator for increased leadership responsibility within East Allen County Schools. This program requires a significant commitment from East Allen County Schools as well as the employee.

Section 2. Eligibility. To be eligible for this program, employees must:

1. Be currently employed by East Allen County Schools as an administrator with at least five (5) years of full-time service with East Allen County Schools;
2. Be accepted into a formal graduate degree program at an approved school of higher education;
3. Hold a current administrative license through the Indiana Department of Education;
4. Submit a written request to the Superintendent outlining their qualifications and explaining the benefit to the organization in their obtaining any of the above listed degrees and the reason for their interest in obtaining such a degree; and
5. Finance the remaining expense of the degree.

Section 3. Application Deadline. All requests to be considered for this program must be received by the Superintendent by April 1 of each year.

Section 4. Selection Committee. The program is awarded through a committee chaired by the Superintendent and including the Assistant Superintendent of Elementary or Secondary Education and the Director of Human Resources.

Section 5. Number of Participants. The number of participants per year shall be determined by the Superintendent.

Section 6. Financial Contribution. East Allen County Schools may reimburse the participant an amount equal to \$100.00 per credit hour, or such other amount as determined by the Superintendent, in writing. The credit hour reimbursement may be reduced to stay within the district's financial allotment set forth in Section 11 of this Policy.

Section 7. Continued Eligibility. In order to remain eligible for the program, the employee must maintain a "B" average, or higher, at all times.

Section 8. Reimbursement for Early Departure. If the employee leaves East Allen County Schools while enrolled in the program or within five (5) years after participating in the program, the employee will be required to repay any tuition funds and other expenses paid on his/her behalf during the employee's participation in the program. The employee, prior to approval of the assistance, must agree in writing to repay such amounts, including costs of collection and attorney fees, if necessary.

Section 9. Release Time. The Superintendent shall determine the amount of release time to be granted the employee during the employee's participation in the program. The employee, however, is expected to fulfill the duties of the position he/she holds while participating in the program.

Section 10. Recordkeeping. The Personnel Department shall maintain a file on each program participant. The Business Office will keep the records of payment amounts and payment dates for each participant.

Section 11. District Financial Allotment. The total amount compensated for January 1 to December 31 shall be no more than ten thousand dollars (\$10,000).

Section 12. Effective Date of Policy. This policy shall be in effect as of February 15, 2005.