

Center for Transformative Teaching and Learning

- Welcome
- About CCTL
- Events & Workshops
- Professional Development (PD)
- Instructional Design & Technology
- Teaching & Learning Resources
- Online Teaching
- Communities of Practice
- Contact Us

Related Links

- Media Services
- ALL Division
- Open Educational Resources (OER)

Classified Professional Development

Welcome!

The San Mateo County Community College District recognizes that the quality of its educational offerings and services is enhanced by the professional growth and development of its employees. The Classified Staff Development Program is intended to provide opportunities to attend classes and workshops that will provide outstanding District departments, programs and services, while fostering the creativity, personal growth and advancement of our employees. Through our staff development opportunities, we hope to create a positive climate of open communication, mutual respect and appreciation for the advantages of a diverse community.

Location and Contact

Scott Mansfield
Accounting Technician
Building 4 Room 4124
Phone: 650-738-4432
Email: mansfield@sbcccd.edu

Please check the **CCTL Calendar** for upcoming workshops.

Eligibility

Permanent Classified employees who have completed the required probationary period are eligible to participate in the below professional development opportunities. If you have any questions regarding the Classified Staff Development Funds, please contact **Scott Mansfield**, Accounting Technician, Office of the Vice President of Administrative Services.

Conferences / Workshops / Trainings:

Classified employees may request a maximum of \$1000 per conference/workshop/training per each fiscal year. If you are interested in attending one of these, complete the Application for Conferences/Workshops form and in advance of the date of the event, and obtain your supervisor's approval. Use this [Conferences/Workshop Application also for trainings](#) either in-person or online.



How to Apply

1. First complete a [Conference Attendance Pre-Approval Form](#) and have it signed by your division Dean. Attach any pertinent documents.
2. Sign an eligibility sign and submit the appropriate completed application form to your immediate Supervisor and the Division Dean for approval and signatures.

[Application for CSD Funds for Conferences/Workshops/Trainings](#)

Tuition Reimbursement Opportunities:

Classified employees may be reimbursed for college tuition, books and related expenses that including master or master's for a maximum reimbursement of \$4000 in a one year period (July 1 through June 30) with CSD funds. Reimbursement will be made upon satisfactory completion of approved coursework with a grade of C or better.

Application for CSD Funds for Tuition

Classified employees are also eligible for the district's **Tuition Reimbursement Program**. Through this program, there is no predetermined amount as the funding available and maximum amount per degree can change from year to year. Reimbursement cap \$5200 is taxable income (please visit the **BE Employee People Educational Assistance website** for up to date information). This funding is separate from the Classified Development Fund and must be repaid if you leave the district before completing the year of service after that reimbursement is paid. Participation is dependent upon availability of funding.

Application for Tuition Reimbursement Program

SC-Website-CTTL Professional Development Classified PD-20180418

<http://skylinecollege.edu/ctl/classifiedprofdev.php>