

PROFESSIONAL STAFF DEVELOPMENT

Background

The Division approves of a professional development and in-service program for teachers. The Director will arrange for institutes, in-service programs and teachers' meetings to promote professional development of teachers and principals, to facilitate the implementation of approved program changes, and, generally, to improve instruction in the schools of this system.

The Division supports a Travel and Conference Award Program administered by the principals and the Director.

Procedures

1. Travel and Conference Awards

Travel and Conference Awards will be granted in accordance with the following procedures:

1.1 In-School Professional Development Group

1.1.1 Principals shall establish an in-school PD group to:

1.1.1.1 Develop procedures on how the decentralized portion of professional development will be administered.

1.1.1.2 Grant professional development leaves as needs of the school dictate.

1.2 Conference Days:

1.2.1 Each school shall be assigned two conference days for each full-time teacher equivalent exclusive of administrative positions.

1.2.2 Each school shall receive an additional three conference days per administrator for administrative conferences. Funds allocated to this category shall only be utilized for administrators' conferences.

1.3 Funding:

1.3.1 Payments for mileage, accommodation, and sustenance are at rates as established by the Board.

1.3.2 An annual budgeted amount per teacher is decentralized for each school to create a decentralized professional development fund.

1.3.3 These funds are designated for professional development purposes only.

- 1.4 Documents:
 - 1.4.1 Requests for professional development leave and financial assistance will be made on Form 415-2.

The Director shall be notified of all requested leaves well in advance of the leaves being taken.
 - 1.4.2 If requested by the in-school professional development group, recipients of awards are to be prepared to present information concerning the conference to their staff.
- 1.5 Accounting:
 - 1.5.1 Principals shall establish and maintain a detailed accounting procedure in regard to professional development days and funding.
- 1.6 Coordination:
 - 1.6.1 Provision will be made to discuss Travel and Conference Awards at Administrators Group meetings in order to help coordinate representation of various upcoming conferences, workshops and institutes.
- 1.7 Scope of Plan:
 - 1.7.1 Professional development events which will be within the scope of this plan are subject council conferences, administrative conferences, STF summer short courses and special conferences.
- 1.8 Shortfalls:
 - 1.8.1 In the event that the Conference days quota is expended while funds remain, additional conference funding can be applied to evening and weekend conferences and workshops.
 - 1.8.2 In the event that the Conference funds have been exhausted prior to expending the conference days quota, principals can approve conference leaves on the basis of staff members paying their own expenses.
- 1.9 Itinerant Teachers Awards for Conferences:
 - 1.9.1 Requests for conference leave and financial assistance shall have the approval of the principal where the teacher spends the highest percentage of time.
- 1.10 Regional/Provincial Inservice on Curricula.
 - 1.10.1 Teachers requested by the Division to attend inservice sessions on new or revised curricula will be reimbursed from a centralized budget category.
 - 1.10.2 Application for reimbursement shall be made on prescribed forms.

2. In-Division Professional Development

- 2.1 The number of teacher in-service days shall not exceed five school days in any academic year, unless otherwise approved by the Board. "In-Service" shall refer to Orientation days, Institute days, In-School Professional Development days and Convention days.
- 2.2 Where called for, the Director and the professional development committee of the Teachers' Local shall plan professional development activities jointly.

3. Professional Development for a Part-Time Teacher

- 3.1 Division approval of a designated number of in-service days for the school year shall apply on a pro-rated basis for part-time teachers.
 - 3.1.1 Part-time teachers may attend an equivalent portion of each in-service day or, subject to the Director's approval, attend enough sessions to satisfy their time requirement.
- 3.2 When a part-time teacher attends an in-service activity during a period of time which is regularly included in the part-time assignment, the teacher will be paid in accordance with the salary rate for that period of time.
- 3.3 When the Division requests a part-time teacher to attend an in-service activity during a time not regularly included in the part-time agreement, the teacher will receive additional salary for the additional time involved at the regular salary rate.
 - 3.3.1 Unless specifically requested by the Division, part-time teachers are not expected to attend the in-service activity during the time not regularly included in the part-time agreement.
 - 3.3.2 A part-time teacher may choose to attend an in-service activity at a time not regularly included in the part-time agreement but will not receive salary for this time.

Legal Reference: Section 87, 108, 109, 175, 231, 233, Education Act
Forms Manual: Form 415-2

Updated: September 22, 2006
April 2, 2007