

AP 411 – PROFESSIONAL DEVELOPMENT (TEACHERS)

Background

The Division views all staff as valued members of the organization. The Division provides opportunity for teachers to acquire and/or refine skills and knowledge required to successfully complete his/her job description through professional development. Registration fees and expenses are paid by the employee and reimbursement received upon completion and submission of all appropriate forms with all appropriate signatures. All forms listed below will accompany the Request for Leave Form (Form 450-8).

Procedures

1. Procedures for School-Based Teacher Professional Development
 - 1.1 An annual school-based professional development budget allocation will be provided for teacher's professional development.
 - 1.2 A school committee will be established. This committee's mandate includes overseeing the allocated budget and reviewing all Professional Development requests from teaching staff.
 - 1.3 Teachers wishing to apply for professional development activities will be required to complete and submit a School-based Professional Development form (Form 411-1) to the chair of the professional development committee and include anticipated expenses, along with a schedule and complete description of the professional development activity. The committee chair will call a meeting to review all applications. The teacher will be informed of the acceptance or rejection of the proposal in an expeditious manner.
 - 1.4 Upon acceptance of the proposal, the proposal will be forwarded to the Principal for approval and the arrangement of coverage (if necessary). These forms will stay at the school and submitted with month-end reports. The original document will be maintained by the applicant to claim expenses once the activity is completed.
 - 1.5 In the case where a purchase order is approved by the Principal for the payment of the registration fee the following must occur:
 - 1.5.1 The purchase order and registration is prepared at the school with all payment information: Details of attendee's date of conference and payment due date.
 - 1.5.2 A copy of registration form will be attached for this information with notes on the purchase order indicating payment details. For example:
 - 1.5.2.1 Cheque to be mailed prior to conference
 - 1.5.2.2 Cheque to be delivered with attendees.
 - 1.5.3 In the case where a registrant does not attend the conference that has been prepaid on their behalf, the refund arrangements must be made at the school level with refunds being issued to the Division Office. Notice must be given to the Accounts Payable Manager that this process has been completed so refunds can be posted correctly.

- 1.6 Upon completion of the professional development activity, the teacher will complete the actual expenses column and ensure all necessary receipts and signatures are collected. The chair of the professional development committee, who completes the proposal with his/her signature, will forward the completed package to Division Office within one month of the completed professional development opportunity.
- 1.7 All teacher questions regarding reimbursement should be directed to the chair of the professional development committee, who submitted the forms on behalf of the teacher.

2. Procedures for School-Based Teacher Learning Team Professional Development

- 2.1 An annual school-based professional development budget allocation will be provided for learning team professional development. The Division will assume substitute teacher costs where the Principal is providing time for teachers to work together in their learning teams to set SMART goals based on student achievement data, create common assessments and/or analyze data from common assessments.
- 2.2 The Central Professional Development Form (Form 411-3) shall be completed and the Professional Learning Team (PLT) budget allocation line shall be checked. On the month-end personnel report, the substitute teacher information shall include the notation Central PD – PLT shall include PLT in the box beside Central Professional Development.
- 2.3 All requests for PLT Professional Development must be approved by the Superintendent of Instruction. Principals shall submit the Central PD Form along with an agenda of planned activities at least one week prior to the requested day(s) to the Superintendent of Instruction.

3. Procedures for Receiving Central Professional Development including AISI

- 3.1 A Coordinator, Superintendent or Director will initiate all contact with staff regarding centrally funded professional development opportunities, based on the annual goals and budget that is set prior to each school year. All such activities require submission of the original Central Professional Development Form (Form 411.3) and approval by a Superintendent or Director.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act