

Administrative Procedure 407

PROFESSIONAL DEVELOPMENT

Background

The Division has traditionally placed a high priority on staff professional growth and has allocated resources and time for professional development activities

The Division recognizes that the responsibility for professional growth is shared by schools, the Division, individual staff members and Alberta Education. The Division believes in the importance of professional growth for staff and will continue to provide resources to allow for Division-wide professional development activities.

Procedures

1. All staff is expected to participate in further instruction or training from time to time to update and maintain competence in their area of responsibility.
 - 1.1 Staff planning professional development activities is to seek prior approval for the absence from the principal or Central Office administrator as appropriate.
2. The school plan is to accommodate plans for professional growth for staff.
3. The school budget is to allocate funds to support the professional growth of staff.
4. The Superintendent or designate will provide professional development activities and resources relevant to the Religious Studies Program. May include Coordinator of Curriculum/Religious Studies, however the title changes.
5. The Superintendent or designate will facilitate Division-wide professional development opportunities for staff. May include Coordinator of Curriculum/Religious Studies, however the title changes.
6. If substitute costs are incurred in order for a staff member to participate in Division professional development activities, the costs will be charged to the appropriate professional development plan.
7. The school calendar allows several days each year for staff professional development (including Teacher's Convention). Staff is expected to attend activities organized for them on specified school calendar professional development days.
8. The Division in cooperation with ATA Local #39 shall maintain a PD Committee comprised of at least one representative from each school, one member from the leadership team, and one member from Central Office.



9. Staff members who incur eligible expenses during approved professional development activities will be reimbursed:
 - 9.1 Upon completion of the professional development activity
 - 9.2 Upon submission of appropriate claim form with appropriate receipts to the Division office.

Reference: Section 60, 61, 113, School Act

