

Administrative Procedure 421

STAFF DEVELOPMENT AND PROFESSIONAL DEVELOPMENT

Background

The Division values lifelong learning and recognizes that continuous growth, learning and development are essential to the effective functioning of all employees.

Definitions

Staff Development – the school-based growth and professional learning thrust entered into by a school-based staff, facilitated by the leadership of school-based administrators. Staff development endeavours to target school-based improvement plans and/or school-based strategic planning goals.

Professional Development – seen to be individual or small group attendance at, or involvement in learning and growth activities such as:

- Professional and/or occupational workshops, seminars and conferences;
- Observational and participatory visits to other schools, institutes and organizations;
- Attendance at professional or occupational meetings;
- Attendance at short courses;
- Other activities as approved by the Director and/or designates;
- Networking with colleagues.

Procedures

The Division shall, as resources allow, encourage and support meaningful and effective learning and growth activities to further the effectiveness and competency of its' employees, and to enhance the resultant positive self-actualization of its employees.

1. Professional Development: Teachers – In-Service

The Division recognizes the value of in-service for its teaching staff in order that teachers keep current with developments and to provide for a mechanism whereby the Division's curriculum development model can be fully actualized.

- 1.1 The Director will encourage teachers to engage in a continuous program of professional growth in order that they may become more qualified to serve the educational program of the Division.
- 1.2 The administrative staff shall provide leadership in developing in-service programs for the Division staff.
- 1.3 Teachers shall be provided opportunities, within time and budget allocations, to attend conferences and to visit other schools.

- 1.4 Schools at all levels (K-12) are currently entitled to a maximum of ten (10) days in a school year for professional development of teachers, student evaluation and administration purposes.
- 1.5 Principals will be required to collaboratively develop a professional development plan outlining the rationale for utilizing the ten (10) days, then submit it to the Superintendent of Education. This plan is to enhance the school's yearly strategic planning document.
- 1.6 Approval for closing of school where the entire staff is involved in any of the activities listed in 1.4 above, shall be obtained from the Superintendent of Education.
- 1.7 Where the approval of the Board or the Superintendent of Education has been received for an in-service to be held at the school, it is each teacher's duty to attend.

2. Professional Development: Teachers – Conferences, Visitations, Exchanges

Disruptions to the normal instructional process are to be minimized. The professional development of staff is important. The Division will therefore, within reasonable limits, support staff member attendance at various conferences and professional exchanges (e.g. interschool visitations, etc.). Support will be provided through centralized and decentralized professional development budgets. Support may be further provided through salary benefits and payment of expenses when deemed appropriate by Superintendents of Education to do so.

The Director authorizes Superintendents of Education to approve staff-initiated short-term professional development leaves within the following parameters:

- 2.1 Voluntary leave requests of one (1) day may be approved by the Principal.
- 2.2 Any voluntary leave request of more than one (1) working day must be approved by the Superintendent of Education responsible.
- 2.3 Voluntary leave requests may be approved with pay or without pay. Superintendents of Education will approve all provisions for paid leave. (Normally paid leaves will be limited to three (3) days per school year).
- 2.4 Further, the following matters are to be addressed by Superintendents of Education and principals in approving leaves:
 - 2.4.1 Leaves must serve a definite professional (or paraprofessional) purpose;
 - 2.4.2 Professional development activities are to address school goals;
 - 2.4.3 Program continuity must be provided through qualified replacement staff;
 - 2.4.4 Previous interruptions and disruptions of the normal work activity of the staff member must be considered.

3. Professional Development: Teachers – NATA Meetings

The approval of the Board shall be required before a school instructional day can be used for the purpose of a NATA Staff Representative or Executive meeting.

When approval is given for a school instructional day to be used for a NATA Staff Representative or Executive meeting the following conditions shall apply:

- 3.1 The only exception shall be in a circumstance wherein both the NATA President and NATA Secretary are members of the same school staff;
- 3.2 Where approved by the Board, staff representatives shall receive one (1) day off with pay for the purpose of attending the meeting;
- 3.3 Any days absent over and above the one (1) day approved shall be without pay;
- 3.4 The Northern Areas Teachers' Association shall reimburse the Division for the costs of any substitute teachers employed for the purpose of covering for an employee who is attending the Staff Representative or Executive meeting;
- 3.5 When a member of the NATA Executive or LINC negotiating team is a staff member either they or the staff representative may attend the meeting, but not both.

Reference: Sections 85, 87, 108, 109, 110, 175, 231 Education Act