

PROFESSIONAL DEVELOPMENT – NON-INSTRUCTIONAL EMPLOYEES

Background

All non-teaching employees are encouraged 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.

Procedures

1. All administrators and supervisors are encouraged to model lifelong learning by:
 - 1.1 Becoming involved themselves in professional development activities; and
 - 1.2 Encouraging their subordinates to be lifelong learners.
2. The Board, upon Director recommendation, may grant leave to non-teaching employees to take work-related courses at Board expense. Upon completion of the course the employee shall remain in the employ of the Division as specified in the Division Terms and Conditions of Employment – Employee Handbook.
3. Employees other than administrators and teachers who wish to engage in professional development activities, are to:
 - 3.1 Discuss their plans with their immediate supervisor; and
 - 3.2 With the advice and recommendation of their immediate supervisor, prepare a brief, but comprehensive written application. This submission will be given to the immediate supervisor, who will forward it, with recommendations, to the Director who will then present it to the Board for information.
 - 3.3 Professional development bursaries are also available to all non-teaching employees as outlined in Terms and Conditions of Employment – Employee Handbook.
4. Non-instructional staff must receive the written endorsement of their respective supervisor prior to registering for any in-service program provided by the Division. This would include in-services that are conducted outside of school operating times – summer and other holidays. This written endorsement will accompany all applications for registration for non-instructional staff.