

## Background

Pembina Hills School Division supports professional growth and development for all staff and believes that professional learning is a shared responsibility between the Division and the employee. Ongoing professional development and learning continually enhances the learning and working environment for staff and students.

## Definitions

**Professional Development** –a variety of education and learning consistent with improving knowledge, skills, and effectiveness in the employee’s service area.

**Jurisdiction and Site-Based Professional Development** – professional development activities developed for the Division as a whole, or developed for staff of a specific site.

**Individual Professional Development** – professional development activities taken on an individual basis such as attendance at workshops, seminars, coaching and/or mentoring initiatives and visits to other schools.

**Teacher Directed Professional Development** - Individual professional development activities self-selected by an active member of the Alberta Teacher’s Association (ATA) Local 22, for the purposes of their professional growth.

**Compulsory Training** – training or education that is a requirement as per the position’s job description and/ or that which becomes necessary to the employee’s role.

## Procedures

1. Student learning is enhanced when staff access effective professional development
2. Professional development supports staff to achieve the priorities and goals of the Division, as well as site specific goals.
3. The provision of time and resources to address identified needs is a shared responsibility between the Division, sites and staff. Since time and resources are limited, coordinated professional development planning and consultation ensures resources are used efficiently.
4. Individual employees in the Division are to have equitable opportunity to participate in professional development.

### A. Jurisdiction and Site-Based Professional Development

1. The Superintendent or designate, in consultation with the Professional Development Committee, shall direct jurisdiction professional development.
2. Participation in scheduled jurisdiction and site-based professional development is a professional obligation and a requirement:
  - a. Certificated staff shall participate in all jurisdiction professional development days.

- b. Non-certificated staff shall be notified if they are expected to attend jurisdiction professional development days. Only the Superintendent or designate may exempt staff from jurisdiction professional development days.
- c. Supervisors shall direct site-based professional development days.
- d. Staff shall attend site-based professional development days unless authorized to be exempt by the Supervisor.

**B. Individual Professional Development (Staff who are not members of the ATA)**

1. Individual professional development management and funding for staff who are not members of the ATA shall be site-based.
2. Staff who are not members of the ATA may request permission and funding to participate in an individual professional development activity by completing Form 4-18 Professional Development Application and submitting the request to their Supervisor.
3. The Board Chair shall approve or deny requests submitted by the Superintendent for their professional development.
4. Requests for individual professional development where the accumulated amount is less than \$1,000.00 and occurs within Alberta, shall be approved or denied by the employee's supervisor.
5. Requests for individual professional development activities that exceed the accumulated total of \$1,000.00 in a given school year, or which occur outside of Alberta, must be approved by the Supervisor and the Superintendent or designate.
6. As part of the approval process, the Supervisor may:
  - a. approve professional development funding to cover the following expenses:
    - i. registration fees
    - ii. subsistence and travel costs
    - iii. substitute costs
  - b. facilitate participation on a cost share basis;
  - c. facilitate attendance at the staff member's expense.
7. Copies of completed and signed Form 4-18 Professional Development Application shall be forwarded to Human Resources for recording and filing in the individual's personnel file.
8. Following completion of the individual professional development activity, employees will complete the actual portion of the Professional Development Application Form 4-18 and submit the form to their Supervisor.
9. Employees shall refer to AP 30-08 Travel and Expense Reimbursement for any expenses incurred through individual professional development activities.
10. Individual professional development funding shall not be utilized for:
  - a. post-secondary courses, or training which does not directly support the employee's employment with the Division,
  - b. magazine subscriptions,
  - c. personal memberships or memberships in professional organizations that do not directly support the employee's employment with the Division. This does not include Division-wide or site-wide memberships,
  - d. personal or professional books.
11. Supervisors shall maintain appropriate record keeping of all individual professional development fund disbursements.

### C. Teacher Directed Professional Development Fund - (PD Pool) for active members of the Local ATA 22

1. The Board and the ATA Local 22 will contribute annually to create a PD Pool specifically for Teacher Directed Professional Development, as per the current collective agreement. ([PHSD and ATA collective agreement](#)). As per the conditions described in the collective agreement, a Teacher Directed PD Committee (TDPDC) shall administer the funds. The TDPDC has established the following processes and criteria:
  - a. All certificated teachers who are active members in the ATA Local 22, including those on PHSD's official list of substitutes, shall have access to \$300 plus the cost of a sub for one day, for the purpose of professional development activities.
  - b. There will be two submission deadlines per year. Teachers must submit an application for these funds on or before these dates:
    - i. September 30<sup>th</sup>
    - ii. January 31<sup>st</sup>
  - c. The TDPDC shall review all submissions within seven days of the submission deadlines listed above.
  - d. Teachers may make submissions for events up to one year in advance of the above dates.
  - e. The TDPDC shall consider the submissions by this criteria:
    - i. The requested PD aligns to the teacher's current assignment;
    - ii. The teacher's Principal supports the request;
    - iii. The cost of one sub day must be used in conjunction with a portion or all of the \$300 per teacher allotment. (Teachers cannot choose to use the cost of sub for one event, and some or all of the \$300 for another);
    - iv. Funds may be used to cover expenses such as registration, travel, substitute costs, accommodation, meals, and parking;
    - v. **Teachers may apply once, before either of the stated deadlines, every second school year;**
    - vi. Funds will not be distributed to cover the cost of tuition for graduate or postgraduate studies;
    - vii. Funds will not be distributed for technology (hardware or software) purchases.
  - f. Funds will be co-managed by the local ATA 22 PD Committee Chair and PD Committee Treasurer.
    - i. A transfer of funds from PHSD to an account created and managed by the above, shall occur annually on or before September 30<sup>th</sup>.
    - ii. The PD Chair and Treasurer will report on the account to the:
      - TDPDC
      - ATA Local 22
    - iii. Any unused funds from the PD Pool will carry over into the next school year.
  - g. The TDPDC may decide to adjust allotments annually.
  - h. The PD Pool is not to be used in conjunction with instructional funds allocated to schools.
  - i. The PD Pool is not to be used for compulsory training.

### D. Compulsory Training

1. The Supervisor will determine the compulsory training relevant to specific assignments and roles.
2. The Supervisor will direct identified staff to participate in compulsory training at the expense of the site or department.

3. The Supervisor will authorize memberships necessary for the fulfillment of responsibilities of specific roles.
4. Employees directed to take compulsory training must complete Form 4-18 Professional Development Application and submit the request to their Supervisor.
5. Requests for compulsory training where the accumulated amount is less than \$1,000.00 and occurs within Alberta, shall be approved or denied by the employee's supervisor.
6. Requests for compulsory training that exceed the accumulated total of \$1,000.00 in a given school year, or which occur outside of Alberta, must be approved by the Supervisor and the Superintendent or designate.
7. Copies of completed and signed Form 4-18 Professional Development Application shall be forwarded to Human Resources for recording and filing in the individual's personnel file.

## **Reference**

[Policy 5 Role of the Board Chair](#)

[AP 30-08 Travel and Expense Reimbursement](#)

[Form 4-18 Professional Development Application](#)