

<b>Administrative Procedures Manual</b>	<b>Administrative Procedure 424</b>	
	<b>Professional Development Opportunities for Instructional Staff</b>	
Page 1 of 1	APPROVED: September 2013	
	AMENDED/REVIEWED: June 2019, September 2019	
LEGAL REFERENCE:	Section 18, 52, 53, 55, 196, 197, 213, 214, 215, 218, 222 Education Act Freedom of Information and Protection of Privacy Act Personal Information Protection Act Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)	Practice Review of Teachers Regulation 11/2010 Ministerial Order 001/2013 – Student Learning Ministerial Order 016/97 – Teaching Quality Standard Guide to Education ECS to Grade 12 Practice Review Bylaws Teaching Profession Act

## Background

Instruction is improved through Division support of in-service activities, and it is the professional obligation of all staff members to continually upgrade their competencies through such activities as professional reading, membership in professional organizations, attendance at institutes, conferences, seminars, and participation in curriculum development activities.

Individual staff members in the Division are to have equitable opportunity to participate in in-service activities. The greatest commitment to such activities occurs when decision-making regarding the use of Professional Development funds is made by those most directly affected: the school staff and Principal.

Maximum benefit is achieved through coordination of Professional Development activities, and by sharing of ideas gained through in-service experiences.

## Procedures

1. The Principal, in consultation with school staff, shall establish at the school level procedures on the expenditure of Professional Development funds.
  - 1.1 Procedures followed at each school shall be part of the school's staff handbook.
2. Central administrative staff are in a favourable position to identify Professional Development needs, and a portion of the budget is allocated to central administration to support needs so identified as well as special Professional Development requests arising from principals, E.C.S., instrumental music, etc., and curriculum development activities.
3. The Superintendent or designate will maintain close liaison with the ATA Professional Development Committee, the Department of Education and other relevant organizations regarding professional development opportunities.
4. The Superintendent or designate, in consultation with involved parties (Executive Team, principals, curriculum coordinators, etc.) shall control expenditures of Professional Development funds allocated centrally.
  - 4.1 In instances in which the Division requests a staff member to attend a function, the staff member shall be reimbursed for travel costs, costs of meals and accommodation, plus registration fees, in accord with Board approved rates.
  - 4.2 In instances in which a staff member requests permission to attend a function, the rate of support shall be determined by the Superintendent or designate.