

Administrative Procedure 422

PROFESSIONAL STAFF DEVELOPMENT

Background

Learning is a lifelong process. Accordingly, the Division is committed to improving staff professional skills by supporting attendance at seminars, institutes and other professional development activities.

Procedures

1. The Assistant Superintendent is delegated authority by the Superintendent to administer the procedures outlined herein.
2. Professional development activities supported by the Division will include:
 - 2.1 Conference and seminars designed to promote individual teacher growth.
 - 2.2 Conferences and seminars designed to improve instructional programs.
 - 2.3 Division sponsored sessions to address specific Division initiatives and priorities.
 - 2.4 Approved university or other professional courses.
3. Priorities for professional development activities in any school year shall be determined by:
 - 3.1 The goals and priorities of the school and Division.
 - 3.2 The financial resources available to the Division.
 - 3.3 The need to improve teacher skills in a given area of the instructional program.
 - 3.4 The needs related to new programs, courses and/or resources for the following school year.
 - 3.5 The priorities of Alberta Education.
4. Financial assistance for professional development may include:
 - 4.1 Transportation and per diem rate as established by Board resolution.
 - 4.2 Registration fee, exclusive of meals (banquet costs, etc.) and membership fees.
 - 4.3 Leave of absence for professional development activities granted:
 - 4.3.1 With pay; or
 - 4.3.2 At cost of substitute; or
 - 4.3.3 Without pay.
 - 4.4 Tuition support for approved courses.
5. Students and the educational program must not experience a serious negative impact as a result of attendance by teachers at professional development activities.

6. Support for Conferences/Seminars

- 6.1 The Division and each Principal will establish an annual professional development fund to be used to support staff attendance at conferences, in-service sessions and specialist workshops.
- 6.2 The professional development fund will not financially support the cost of membership in Specialist Councils and other professional organizations.
- 6.3 Access to professional development funding under these procedures is not available to personnel on sabbatical leave and/or extended leave of absence.

7. Tuition Support for Approved University Credit Courses

- 7.1 Subject to the prior approval of the Assistant Superintendent, the attendance of a staff member at a continued Professional Education course sponsored by an educational body, and upon the individual's successful completion of the course or courses, the Division will pay the tuition fees for the courses concerned.
- 7.2 Each staff member who submits to the Assistant Superintendent proof of registration in an additional credit course or courses pertinent to an education degree, leading to the next year of university education or advanced degree, shall receive an amount equal to the tuition fees for such course or courses subject to the following conditions:
 - 7.2.1 The individual has made application to the Assistant Superintendent by June 1 and received approval prior to course commencement.
 - 7.2.2 The application will include the following:
 - 7.2.2.1 Dates the course(s) will be taken.
 - 7.2.2.2 Name of the course(s) and a brief outline of the content.
 - 7.2.2.3 Institution at which the course(s) will be taken.
 - 7.2.2.4 Relationship of the course(s) to Division priorities.
 - 7.2.2.5 Estimated cost of tuition.
 - 7.2.3 The course or courses are taken at an Alberta university, or equivalent degree granting educational institution.
 - 7.2.4 The course is completed successfully as evidenced by a revised evaluation of teacher education. The staff member will also file a statement of grades as supplied by the university.
 - 7.2.5 The individual has been in the employ of the Division for at least two (2) full years and shall remain so for one (1) school year following the successful completion of said course or courses.
 - 7.2.5.1 Should the staff member leave the employ of the Division prior to the completion of one (1) year, repayment of the amount given for tuition reimbursement shall be paid in full.
 - 7.2.6 The amount allowed to a staff member enrolled in university course(s) during the summer will be up to a maximum of seven hundred dollars (\$700) in Canadian funds per year.

- 7.2.7 The amount allowed to an individual enrolled during the school year will be up to a maximum \$1,750 in Canadian funds per year of tuition costs.
- 7.2.8 If the total amount of tuition for any year exceeds \$7,000, staff members will receive a pro-rated portion of the 700, or the \$1750, equal to the number of individuals divided into \$7,000.
- 7.2.9 Tuition reimbursement will be authorized by the Assistant Superintendent on the basis of receiving notice of successful completion of the course as evidenced in a university transcript along with an official receipt indicating tuition payment at a recognized university.
- 7.2.10 Completion of a signed agreement between the staff member and the Assistant Superintendent, on behalf of the Division, identifying the conditions of this tuition support.
- 7.2.11 On/or before October 31, the Assistant Superintendent shall submit a report to the Superintendent outlining tuition support and related information.

Reference: Section 33, 52, 53, 68, 118, 196, 197, 204, 222 Education Act
Certification of Teachers and Teacher Leaders Regulation 084/2019
Practice Review of Teachers and Teacher Leaders Regulation 092/2019
Ministerial Order 001/2013 – Student Learning
Ministerial Order 001/2020 – Teaching Quality Standard
Guide to Education ECS to Grade 12
Practice Review Bylaws