

## **ADMINISTRATIVE PROCEDURE NO. 460**

### **TEACHER PROFESSIONAL DEVELOPMENT**

#### **Background**

The Board recognizes that teacher professional development enhances learning for students in the Division. The Board believes the knowledge and experience gained can stimulate professional growth in teachers and enhance teacher knowledge, practice and commitment to lifelong learning.

Professional development activities can assist teachers in deepening their knowledge and prepare a teacher to successfully implement the Alberta Program of Studies and provide the highest quality education for students. The Division supports professional development activities that contribute to teacher growth and assists teachers in deepening their knowledge and commitment to the goals of Catholic education. Professional development activities should be based on a shared vision that includes teacher growth, student learning, school improvement and parental engagement in the educational process.

Catholic school teachers also carry responsibility to be a witness for Christ, instructors for the church, models of faith, and advocates for social justice. Professional development activities may be necessary to support teachers in this essential component of the mission entrusted to Catholic schools by the Catholic Church.

Based on the Memorandum of Agreement school jurisdictions and/or schools are not restricted in developing their own staff development plan in which the school jurisdiction and/or school may require teachers to participate. (Memorandum of Agreement Section 11.3.c)

#### **Procedures**

1. All teachers and administrators, full-time or part-time shall complete a teacher Professional Growth Plan (PGP) during each school year.
2. The teacher professional growth process, including discussions between the teacher and principal on the professional growth plans, will continue to take place. (Memorandum of Agreement Section 11.3.b)
3. All teachers shall develop Professional Growth Plans that foster self-assessment, improvement of practice and professional growth. Plans should be meaningful and relevant to current or anticipated future positions or assignments. The plan must:

- 3.1 reflect goals and objectives based on the staff member's self-assessment of professional learning needs;
- 3.2 recommended, but will not be required to include faith goal(s) or a completed Catholic Identity Growth Plan to guide personal faith development and growth. Preferably the faith goal(s) can be written in the Professional Growth Plan or discussed directly with the principal during PGP meetings. Faith is part of RDCRS Education Plan goals as well as school based goals.
- 3.3 consider but will not be required to include school jurisdiction goals.  
(Memorandum of Agreement Section 11.3.a)
4. Professional development activities build on a teacher's knowledge and skills to improve teaching and support student learning.
5. Division employee groups will have access to designated professional development funds.
  - 5.1 Expenses incurred during professional development shall be guided by the Teacher Personal Professional Development Accounts Guidelines (Appendix A).
  - 5.2 Staff are expected to follow the daily meal allowance. Meal costs above the meal allowance will generally not be accepted. Receipted meals should be at a reasonable cost.
  - 5.3 Where meals are provided at a conference, no meal claim will be allowed.
6. The school calendar allows several days each year for staff professional development. Staff are expected to attend activities organized for them on specific school calendar professional development days.
  - 6.1 Staff may have choice to attend another school's PD activities upon principal approval; and
  - 6.2 Staff should have the opportunity to be involved in setting a school professional development plan or specific activities.
7. The Division, in cooperation with ATA Local #80 shall maintain a PD Committee comprised of a teacher representative from each school, Montfort Centre teacher,

ATA Executive representative, Division Principal and Senior Administration representative.

8. Teachers shall submit to their principal, Teacher Personal Professional Development Form 44, when planning to attend a professional development activity.
9. Principals and central office based teachers shall submit a Teacher Personal Professional Development Form to their supervisor or the Associate Superintendent of Personnel prior to attending a professional development activity.
10. Schools shall allow staff the opportunity to share information from PD events with school staff and others as deemed appropriate.
11. Where an Administrator/Supervisor approves a staff member's application to attend a conference, seminar, course or similar activity, the costs may be covered out of the school professional development budget.
12. The Division may offer financial assistance to staff wishing to take courses in the field of religious education.
  - 12.1 The course(s) must be from a recognized post-secondary institution;
  - 12.2 The course(s) must be deemed to be in the best interest of the Division as approved in advance by the Superintendent or designate; and
  - 12.3 Successful completion of the course must be evidenced by an official transcript for payment to occur.
13. Any professional development events which are expected to exceed \$1575.00 must be approved by the Superintendent or designate. This includes the cost of the conference, travel, meals and accommodation as well as any other expenses that may be occurred.
14. Professional Development activities that occur outside the boundaries of Canada are reviewed by the Superintendent or designate and require submission of the Out-of-Country Professional Development form.

Forms found at RDCRS Help under “Division Forms” <https://sites.google.com/rdcrcs.ca/learning/home>

References: Alberta Education  
Policy 2.1.5 Teacher Growth, Supervision & Evaluation  
Alberta Teachers Association – Professional Development – PGPs.  
Teaching Quality Standard  
Memorandum of Agreement Section 11.3.

New: November 2013

Revised: October 2017, August 2018

# TEACHER PROFESSIONAL DEVELOPMENT

## APPENDIX 'A'

### TEACHER PROFESSIONAL DEVELOPMENT GUIDELINES

#### Guidelines:

#### 1. Allocation

- Based on \$525 per full time equivalent teacher
- Part-time teacher's amount is prorated based on their full time equivalency
- Accumulates to a maximum of \$1,575 per teacher (3 years)
- Placed in an individual account for each teacher, as money must follow teacher
- School budget of the teacher pays the allocation in September and money is placed in account

#### 2. Accessing Funds

- Teacher completes "Teacher Personal Professional Development Form"
- Principal approves requests (professional development activity should link to PGP, to school or Division Education Plan)
- Teacher books substitute teacher
- Teacher submits "Teacher Personal Professional Development Form" to school secretary, with receipts for expenditure, who will submit to Central Office for payment

#### Expenses will be reimbursed as follows:

- Out of pocket travel expenses (e.g. plane ticket, parking, etc.)
- Meals allowance
  - \$10.00 breakfast
  - \$15.00 lunch
  - \$25.00 dinner
- Actual cost of accommodation. Hotel receipt is required with detailed GST and hotel tax
- Actual cost of books, journals, registrations to organizations
- Detailed receipts are required for out of pocket expenses. This should include the copy of the payment transaction slip, which itemizes the tip
- Grocery receipts will not be paid, claim meal allowance
- Expenses related to extending dates beyond the conference are at the employees own expense

#### Expenses not covered:

- Seat selection when booking flights

- Travel insurance
- Second checked bag
- Alcohol

### 3. Educational Subsidy

Professional Development funds cannot be used to cover the 25% of education costs not covered under Education Subsidy.

## **TEACHER PROFESSIONAL DEVELOPMENT**

### **APPENDIX 'B'**

#### **OUT-OF-COUNTRY PROFESSIONAL DEVELOPMENT**

#### **Background**

Administrative Procedure No. 460 *Teacher Professional Development* outlines division guidelines for professional development. Out-of Country professional development requires:

*13. Professional Development activities that occur outside the boundaries of Canada are reviewed by the Superintendent or designate and require submission of the Out-of-Country Professional Development form.*

#### **Process**

1. All requests for out-of-country professional development and travel must be pre-approved. School staff will submit a request Form to their principal. The principal must inform the Superintendent or designate of all out-of-country professional development requests. Principals and central office staff require approval from the Associate Superintendent of Personnel or their immediate supervisor.
2. Professional development activities must be linked to the staff member's annual Professional Growth Plan. In the case of administrators and central office employees, professional development activities must be linked to the Division Three Year Education Plan.
3. All requests for out-of-country professional development activities must be submitted at least six weeks before the activity or before reservations are made or flights are booked.

4. Senior Administration will monitor multiple requests for the same out-of-country professional development activity.
5. Staff engaging in out-of-country professional development activities are expected to report back on what they learned at the activity. Staff who wish to attend the same conference in following years must submit a report on the implementation of learned activities.