


Administrative Procedures 417
Professional Growth and Development

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|  | | Adopted: June 28, 2011 Amended: July 31, 2018 |
| | External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 175, 198 • The Saskatchewan Employment Act • Sun West Teacher Local Bargaining Agreement • CUPE 4802 Collective Bargaining Agreement | Internal References: <ul style="list-style-type: none"> • Form 407-4 Acting Principal Allowance and Extra Time for Part Time Teachers • Form 417-1a Teacher Professional Growth Plan (Chart) • Form 417-1b Teacher Professional Growth Plan (Concept Map) • Form 417-1c Teacher Professional Growth Plan (Framework) • Form 417-1d Teacher Professional Growth Plan (SMART Tree Diagram) • Form 417-1e School-Based Administrator Professional Growth Plan • Form 417-2 Teacher Professional Development Approval • Form 417-3 Teacher Bursary Application • Form 417-4 Support Staff Growth Plan • Form 417-5 Support Staff Professional Development Approval • Form 417-6 Support Staff Credit Course Application • Form 417-7 Out of Scope Professional Development Approval • Teacher Professional Practice Handbook • School-based Administrator Professional Practice Handbook |

Background

The Division is committed to the professional development of all staff on an ongoing basis. The Director is authorized to develop and administer such programs as deemed necessary. The Division recognizes the value of maintaining a proactive, knowledgeable and innovative workforce. As such, the Division encourages and supports employees to pursue professional development activities to better fulfill their job assignments and improve the overall quality of their service to the students and to the Division. Employees are encouraged to share knowledge gained from professional development experiences.

Procedures

1. Professional Growth Plans

- 1.1 School-based administrators have the primary responsibility for creating their own professional development. Guidelines are provided in the School-based Administrators' Professional Practice Handbook.
- 1.2 Each teacher, in consultation with the school-based administrator, is to develop a professional growth plan on an annual basis in accordance with the Teacher Professional Practice Handbook.
- 1.3 A teacher may choose not to complete a professional growth plan if they work with an intern during the school year.
- 1.4 Each support staff member, in consultation with the school-based administrator, is to develop a growth plan using Form 417-4 Support Staff Growth Plan.
- 1.5 Division level staff are to develop a growth plan in consultation with their immediate supervisor.

2. Employee Initiated Professional Development

- 2.1 Teachers and principals are to submit professional development requests prior to attendance at the professional development event using Form 417-2 Teacher Professional Development Approval.
- 2.2 School-based support staff are to submit their professional development request to the principal to approve relevance using Form 417-5 Support Staff Professional Development Approval.
- 2.3 School-based administrators are responsible for the approval of all teacher and support staff requests prior to the attendance at the professional development event for in-province professional development.
- 2.4 Out-of-province professional development requests are to be forwarded to the Superintendent of Education with responsibilities for school operations prior to the attendance at the professional development event.
- 2.5 School-based administrators professional development requests are to be forwarded to the Superintendent of Education with responsibilities for school operations using Form 417-2 Teacher Professional Development Approval prior to the attendance at the professional development event.
- 2.6 Professional development requests will be approved according to employee, student, school and division needs.
- 2.7 Division Level Staff (including Curriculum, Student Support Services and Out of Scope) are to submit their professional development requests to their immediate supervisor for approval prior to the event using the appropriate Form 417-2 Teacher Professional Development Approval or Form 417-7 Out of Scope Professional Development Approval.

3. Employee Initiated Professional Development Expense Claim

- 3.1 Following attendance at the professional development activity, employees will be reimbursed, in accordance with the Sun West Teachers' Local Agreement or the CUPE 4802 Collective Bargaining Agreement and Administrative Procedures 418 Support Staff Professional Development Fund, upon submission of the appropriate accounts approval form.
 - 3.1.1 The Principal or immediate supervisor will forward expense claims with actual amounts and attached receipts to accounting. Receipts may be scanned and attached electronically with the employee retaining the originals to provide if requested.
 - 3.1.2 Support staff initiated professional development expenses (accommodations, mileage, meals, etc.) will be compensated in accordance with Administrative Procedures 418 Support Staff Professional Development Fund. Support staff will not suffer a loss in pay, and will not be paid hours beyond the regularly scheduled hours when attending PD.

4. Division Initiated Professional Development

- 4.1 When employees are requested by the Division to attend a professional development opportunity, the Division will pay expenses incurred.
- 4.2 Employees shall complete the appropriate Form 417-2 Teacher Professional Development Approval, Form 417-5 Support Staff Professional Development Approval or Form 417-7 Out of Scope Professional Development Approval.

- 4.3 Part time teachers will be compensated for the additional time when they participate in Division initiated professional development (curriculum workshops; division initiatives, such as the reading initiative, etc.).
 - 4.3.1 The Principal will submit monthly the additional time for professional development on Form 407-4 Acting Principal Allowance and Extra Time for Part Time Teachers.
 - 4.4 Support staff will be compensated for the additional time when they participate in Division initiated professional development.
5. Teacher Bursary Application
- 5.1 Teacher bursaries shall be administered in accordance with the Sun West Teachers' Local Bargaining Agreement.
 - 5.2 Teachers shall submit an application for the Bursary to the Human Resources Supervisor by September 1 for credit classes successfully completed within the previous 12 months using Form 417-3 Teacher Bursary Application.
6. Support Staff Credit Course Application
- 6.1 Support Staff/Out of Scope access to Credit Courses shall be administered in accordance with Administrative Procedures 418 Support Staff Professional Development Fund with submission of Form 417-6 Support Staff Credit Course Approval.
 - 6.2 Pre-approval for credit courses is recommended to ensure the course is eligible for reimbursement.
7. Staff Meetings
- 7.1 Staff meetings are valued as professional development opportunities where all staff meet, plan and collaborate together.
 - 7.2 Teaching staff, both full and part-time are expected to attend as outlined in accordance with The Education Act.
 - 7.3 Principals will encourage support staff members to attend all or a portion of staff meetings as required.