

Professional Growth and Development



Adopted: June 28, 2011

Amended: December 15, 2022

External References

- Education Act: Sections 85, 175, 198
- The Saskatchewan Employment Act
- Sun West Teacher Local Bargaining Agreement
- CUPE 4802 Collective Bargaining Agreement

Internal References

- Form 407-4 Acting Principal Allowance and Extra Time for Part Time Teachers
- Form 417-2 Teacher Professional Development Approval (Frontline Professional Growth)
- Form 417-3 Teacher Bursary Application (Frontline Professional Growth)
- Form 417-4 Support Staff Growth Plan
- Form 417-5 Support Staff Professional Development Approval (Frontline Professional Growth)
- Form 417-6 Support Staff Credit Course Application (Frontline Professional Growth)
- Teacher Professional Practice Handbook
 - 3.1 Teacher Professional Growth Plan (Chart)
- School-Based Administrator Handbook
 - 2. School-Based Administrator Professional Growth Plan (SMART Tree Diagram)

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 are the collaborating teacher for 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 (Frontline Professional Growth).

- 2.2 School-based support staff are to submit their professional development request to the principal prior to attendance using Form 417-5 Support Staff Professional Development Approval (Frontline Professional Growth).
 - 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 Professional development requests will be reviewed and approved according to employee, student, school and division needs.
 - 2.6 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 (Frontline Professional Growth). or Form 417-5 Support Staff Professional Development Approval (Frontline Professional Growth).
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 review PD forms with expenses with digital receipts attached to the Business Department. Receipts may be scanned and attached electronically with the employee retaining the originals to provide if requested as per the Records and Retention Disposal Guide for Saskatchewan School Divisions.
 - 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, nor will they be paid-for time beyond the regularly scheduled hours when attending employee-initiated 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 (Frontline Professional Growth) or Form 417-5 Support Staff Professional Development Approval (Frontline Professional Growth) and select Division initiated.
 - 4.3 Part time teachers will be compensated for the additional time when they participate in Division initiated professional development.
 - 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. These hours are reported through Frontline Absence Management as flex time.

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 Manager by September 1 for credit classes successfully completed within the previous 12 months using Form 417-3 Teacher Bursary Application (Frontline Professional Growth).

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 (Frontline Professional Growth).
- 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. Time worked will be reported by the principal through Frontline Absence Management as flextime for support staff.