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## **PROFESSIONAL GROWTH OF TEACHERS**

### **Background**

The Division believes in the importance of the ongoing professional development of its teaching staff and therefore, supports activities that will enhance the capacity, skills, knowledge and instructional practice of its teachers as identified in the Teaching Quality Standard, the Leadership Quality Standard and the Teacher's Professional Growth Plan.

### **Procedures**

1. A Professional Growth Committee will be established in accordance with the Collective Agreement to develop procedures to guide the administration of the Professional Growth Fund.
  - 1.1 The Professional Growth Committee will meet up to five (5) times annually.
2. The Professional Growth Fund budget will be established by the Professional Growth Committee and will be considered on a year-to-year basis only. The school year shall be defined as September 1 – August 31.
  - 2.1 Leaves will be charged against the school year in which they are taken.
  - 2.2 Approvals for leaves that are ongoing are approved on a year-to-year basis only.
  - 2.3 The school principal must confirm that the professional growth request is in alignment with the teacher's, and school professional learning goals.
  - 2.4 On completion of the principal signature, the teacher is responsible to forward the completed application to the Zone Representative. Applications must be received by the Zone Representative a minimum of one week prior to the session/conference/event.
  - 2.5 Application for summer events must be submitted at least one week prior to the last operational day of the school year.
3. The Professional Growth Fund will be maintained as a single fund in its entirety and will be administered by the Professional Growth Committee to provide financial reimbursement to a maximum of two thousand five hundred dollars (\$2,500.00) per teacher, per school year. Teachers enrolled in Masters, Doctoral and/or Leadership Quality Standard Programs may apply for additional financial reimbursement to a maximum of two thousand dollars (\$2,000) per teacher, per school year.
  - 3.1 This maximum financial reimbursement amount will include any and all costs including substitute teacher coverage, tuition, recommended resources, registration, transportation, accommodation, and subsistence subject to the list of approved professional development activities of this Administrative Procedure.
  - 3.2 An individual's unused portion of financial reimbursement will not be cumulative and/or carried over from one school year to the next.

- 3.3 Budget reports will be submitted to the ATA Professional Growth Chair by the Office of the Superintendent, upon request.
  - 3.4 An annual budget report will be submitted by the Professional Growth Committee to Evergreen Local #11.
  - 3.5 Applicants may combine monies listed above only for the purpose of reimbursement of Masters, Doctoral, and/or Leadership Quality Standard Programs.
4. For the purposes of this Administrative Procedure, teaching staff will include all teachers under contract to the Division and substitute teachers who have taught in the Division for at least 25 days in the current school year and/or preceding school year.
  5. Substitute Teachers:
    - 5.1 As a substitute teacher is not assigned to a specific school within the Division, requests for professional growth will be directed to the Office of the Superintendent.
    - 5.2 Substitute Teachers wishing to access professional growth funds must have taught a minimum 25 days within the current school year and/or previous school year. In addition, they must provide the Office of the Superintendent with a Professional Growth Plan.
    - 5.3 In the case of a substitute teacher, application for conference/ workshop leaves may not be submitted until twenty-five (25) days have been accumulated between the current and previous school year as verified by HR.
  6. Beginning Teachers' Conference (First Year Teachers)
    - 6.1 Teachers new to the profession are eligible to access substitute coverage to attend the ATA Beginning Teachers Conference through the Professional Growth Fund. Substitute Teacher requests will be entered in the Atrieve system indicating Beginning Teachers' Conference.
    - 6.2 Hotel, mileage and subsistence expenses for this conference will be submitted to the ATA #11 Evergreen Local Treasurer within thirty (30) days upon attendance of the Beginning Teachers' Conference.
  7. Teachers are responsible for their own professional development. Such professional development must align with the teachers Professional Growth Plan, be beneficial to the teacher, the students and the school/Division. Therefore, the financial support provided by the Professional Growth Fund is intended to cover a portion of the cost of the professional development activity.
    - 7.1 All forms for professional development will be made available through the Division website. Only forms taken from the Division website will be used.
    - 7.2 In the event that any professional growth leave is approved and not taken, it is the responsibility of the applicant to notify the Zone Representative within five (5) days of date of approved leave.
    - 7.3 As per administrative directive, P-Cards are not to be used for professional growth activities.
  8. All activities funded by the Professional Growth Fund must be aligned with the teacher's Professional Growth Plan.
    - 8.1 Applications for all professional growth activities require the principal's signature, or in the case of a principal, the signature of the Superintendent. This signature will

- indicate that suitable coverage can be arranged for the teaching assignment, and that the activity reflects the teacher's professional growth plan.
- 8.2 Professional growth activities are to be initiated by the teacher.
- 8.3 Electronic Signatures are accepted.
9. All leaves require prior approval. Approval will be provided to the applicant by email from the Zone Representative.
10. All expense claims will be submitted to the ATA PG Chair who will, after review, forward the claims to [ap@gypsd.ca](mailto:ap@gypsd.ca). Claim forms must be submitted to [atapg@gypsd.ca](mailto:atapg@gypsd.ca) OR [atapg2@gypsd.ca](mailto:atapg2@gypsd.ca) within 30 days of returning from the activity or in the case of summer leaves, within thirty (30) days of school opening.
- 10.1 Claims that are received after the thirty (30) day deadline will be paid at the rate of fifty percent (50%) of the claim.
- 10.2 Claims received more than sixty (60) days after returning from the activity will not be approved.
- 10.3 If a claim form is not submitted within sixty (60) days, substitute costs will be deducted from the teacher's salary.
- 10.4 Financial reimbursement will be provided for professional development activities in accordance with Administrative Procedure, as follows:
- 10.4.1 Overnight accommodation, receipt must be attached. An allowance of thirty dollars (\$30.00) per night will be paid for the use of private accommodation (no receipt required).
- 10.4.2 Registration fees and/or required resource, receipt must be attached.
- 10.4.3 Travel at the following rates:
- 10.4.3.1 Mileage and rate are as per ATA rate of .53 cents per kilometer; and
- 10.4.3.2 If applicable, airfare, trip cancellation insurance and standard baggage fee for one (1) bag, and parking with receipts.
- 10.4.3.3 Taxi/Uber to and from airport and/or hotel to conference site, including a tip of up to 15%, with receipt.
- 10.4.4 Subsistence allowance of fifty dollars (\$50.00) per conference and travel day applied at the discretion of the teacher.
- 10.4.5 Substitute Teacher Costs
- 10.4.5.1 Up to three (3) days substitute teacher costs per school year. On the recommendation of the principal/supervisor, the Professional Growth committee may approve additional substitute day(s).
- 10.4.5.2 Upon request, one-half (1/2) day substitute coverage will be provided to allow for travel at the beginning and end of a conference at a distance in excess of three hundred kilometers (300 km) or an additional full day may be granted to enable travel to a conference that is at a location in excess of six hundred kilometers.
- 10.4.5.3 In the event that a conference falls on a Saturday and Sunday, then two (2) days substitute coverage will be granted for travel to a location in excess of six hundred kilometers (600 km).

## 11. Inter-visitation

- 11.1 An inter-visitation is defined as an opportunity to visit a classroom teacher interacting with their students to observe and discuss best practices. An inter-visitation will not include individual student program planning, formal in-servicing, or attending a workshop, conference or course.
- 11.2 Inter-visitation leaves, in accordance with section 3, may be granted to any teacher who wishes to visit other classrooms, within the Division.
  - 11.2.1 The Division teacher being visited is eligible for up to 0.5 per day release time to collaborate with the visiting teacher at the time of the inter-visitation.
  - 11.2.2 All release costs are to be charged to the leave account of the teacher requesting the leave in accordance with section 3.
- 11.3 Approval for the location and purpose of inter-visitations will be made through e-mail with the Superintendent.
  - 11.3.1 A copy of the e-mail approval must be attached to the application.
  - 11.3.2 Where no suitable programs for inter-visitation exist within the Division, approval of a location outside of the Division may be granted upon recommendation by the Superintendent.
- 11.4 Deadline for application to Zone Representative, including location approval by the Superintendent, is a minimum of two (2) weeks prior to the visitation.
- 11.5 Approval by the Zone Representative is required
- 11.6 Financial assistance for inter-visitations will be reimbursed in accordance with section 3.
- 11.7 Claim forms must be submitted for all inter-visitation leaves, even if there are no expenses payable to the teacher.
- 11.8 If a claim form is not submitted within sixty (60) days, substitute costs will be deducted from the teacher's salary.

## 12. School/Area Projects

- 12.1 The Professional Growth Committee will consider alternate proposals for ongoing projects such as research projects, study groups, professional learning communities, mentorship, action research, peer support, etc. that will meet the professional growth needs of teachers. Alternate projects will not include costs for attendance at a conference.
  - 12.1.1 A school project is a professional growth activity developed for the staff of a school. Other teachers may be invited to participate.
  - 12.1.2 An area project is a professional growth activity that focuses on a topic of interest to teachers from several schools.
- 12.2 Each school and each teacher may be supported in a school/area project as well; teachers in a subject/interest area can apply for an area project in addition to the school project.
- 12.3 The project must be teacher initiated and offer benefits to an identified group of teachers.
- 12.4 Applications for School/Area Projects will include a proposal to include at least the following:

- 12.4.1 Type of Project (Area or School);
- 12.4.2 Name of Project;
- 12.4.3 Participants and their schools;
- 12.4.4 Dates;
- 12.4.5 Detailed description of project including:
  - 12.4.5.1 How the project is aligned with Division goals;
  - 12.4.5.2 Interest and applicability to teachers;
  - 12.4.5.3 Anticipated learning outcomes;
  - 12.4.5.4 Benefit to student learning;
- 12.4.6 Detailed Budget.
- 12.5 Funding approved by the Professional Growth Committee will be allocated for the following purposes:
  - 12.5.1 The expenses and cost(s) related to speakers.
  - 12.5.2 The cost of consumable materials for use in the project.
  - 12.5.3 Expenses associated with organizing the project.
  - 12.5.4 Required media resources.
- 12.6 The application deadline is four (4) weeks prior to project.
- 12.7 Approval is by the Professional Growth Committee.
- 12.8 Financial assistance for School/Area Projects will be paid on the following basis:
  - 12.8.1 The project will be reimbursed to a maximum of fifty dollars (\$50.00) per participating teacher.
  - 12.8.2 Release time/costs for participants will not be covered under the School/Area Project.

Reference: Section 18,33,52,53,68,196,197,204,222 Education Act  
 Freedom of Information and Protection of Privacy Act  
 Personal Information Protection Act  
 Teaching Profession Act  
 Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)  
 Practice Review of Teachers Regulation 4/99  
 Ministerial Order 016/97 – Teaching Quality Standard Ministerial Order 001/2013 – Student Learning  
 Guide to Education ECS to Grade 12  
 Practice Review of Teachers Information Bulletin 3.3.2

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