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## **STAFF DEVELOPMENT**

### **Background**

The Division recognizes that it is responsible for ensuring that the highest possible quality of education is provided for the students in its jurisdiction. The Division believes that a key factor in discharging this responsibility is the maintenance of a high quality and competent staff in all aspects of the operation of the Division. In order to achieve this goal the Division believes that all staff must continually grow in their ability to provide competent service in their area of employment and therefore the Division will support activities and will provide opportunities for staff to enhance their competence.

### **Procedures**

1. All staff members are responsible to continually grow in their ability to provide competent service.
  - 1.1 All Division supervisory staff, principals, teachers and support staff are required under Administrative Procedures 422, 432, and 442 to develop and implement a Personal Professional Development Plan.
2. The Division, through its principals/supervisors, will assist staff members to maintain and enhance their competence in their area of employment.
  - 2.1 Principals/supervisors may, through their budgets, provide for specific training of staff members as required by law or regulation, or as required for the proper functioning of the department.
  - 2.2 Where a staff member requests permission to attend a conference, seminar, course or similar activity and the funding is not available through the provisions of the staff member's contract, the principal/supervisor will decide on the applicability of such a request to the goals and needs of the department and will then decide to approve or deny the request.
  - 2.3 Where a principal/supervisor approves a staff member's request to attend a conference, seminar, course or similar activity, the principal/supervisor may:
    - 2.3.1 Decide to cover the costs out of the budget;
    - 2.3.2 Facilitate the staff member's attendance on a shared cost basis; or
    - 2.3.3 Facilitate the staff member's attendance at the staff member's expense.
  - 2.4 Staff members are expected to utilize the opportunities provided in their employment contract for professional development.

Reference: Education Act  
Certification of Teachers Regulation 3/99 (Amended AR 206/2001)  
Practice Review of Teachers Regulation 11/2010 Ministerial  
Order 001/2013 – Student Learning  
Ministerial Order 016/97 – Teaching Quality Standard  
Guide to Education ECS to Grade 12  
Practice Review Bylaws  
Collective Agreements

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