STAFF DEVELOPMENT

Background

Ongoing staff development activities contribute to enhancing a high quality learning environment for students. In recognition of this the Division will provide opportunity for all staff to participate in appropriate learning activities to establish and maintain high standards in their work performance. Staff development is recognized as having individual, site level and system level dimensions. It is also recognized that meeting the need for ongoing learning is a shared responsibility to be filled in part by individual employees' initiatives and in part by site level and system measures.

Procedures

1. The structure of staff development includes the following dimensions:

    1.1 Professional development activities that support maintaining standards of practice and reflect a shared individual and system effort. In the case of teachers this is elaborated in Administrative Procedure 422 Appendix A – Professional Growth.

    1.2 In-service activities that are system directed to support Division needs or priorities.

2. The multi-level nature of staff development requires arrangements to align activities so that the Division is a community of learning communities. This alignment of effort will be achieved through the following measures:

    2.1 Provincial, Division and School Education Plan goals.

    2.2 Needs assessment priorities indicated in the School Annual Results Reports.

    2.3 Alberta Education program initiatives.

    2.4 Division initiatives.

3. Integration of levels and activities will be fostered by the following structure:

    3.1 Division level activities will generally be occasional in nature.

    3.2 Site level initiatives will generally be ongoing over periods of time (semester, school year).

    3.3 Individual level initiatives will generally be a mixture of episodes and ongoing activities.

    3.4 All staff will develop and annually revise Individual Professional Growth Plans.

4. Resources will be allocated through the annual budgetary process.

    4.1 Division and site level budgets will include provisions for staff development activities.

4.2 The Division will collaborate with its staff associations to jointly develop and cost-share staff development activities.

5. Staff involved in development activities are to provide meaningful reporting back to and sharing of information and insights with colleagues by participating in subsequent Division or site activities and posting information electronically.

6. The scope of activities under this Administrative Procedure is limited to activities that contribute to the knowledge, skills and attitudes relevant to an employees' work for the Division. Personal development activities are outside of this scope.

7. Division level staff development budgets are allocated by appropriate Division Office personnel according to the needs and objectives of the Division.

8. Funds may be allocated by the Division to assist the ATA P.D. Committee and Support Staff Association in the provision of professional development for staff of the Division. Expenditure of these funds is at the discretion of the ATA P.D. Committee and Support Staff Association subject to such procedures and accounting requirements as are put in place by the Superintendent or designate from time to time.

9. School In-service

9.1 Staff development funds may be allocated to schools (site) as part of total budget provisions for that school. The Principal shall include a Professional Development Plan as part of the School Education Plan and develop a Professional Development Budget to support the costs of that plan.

9.2 All teachers and school support staff shall have the opportunity for input into the development of the School Professional Development Plan at the school level.

9.3 Employees wishing release time and/or financial support for in-service activities shall apply to the Principal.

9.4 Applications will be considered for approval in the context of the school budget and Professional Development Plan.

9.5 For approved activities support may include:

9.5.1 Time with pay and registration fee (conditional on completion, where appropriate);

9.5.2 Expense reimbursement including travel.

10. Staff wishing to access funds to support their own individual professional development activities are to apply through any of, the ATA P.D. Committee, Support Staff Association, or their own school-based procedures.

11. Alternate Activities

11.1 If the Board has approved a fall system (Division) P.D. day and the Professional Development Committee of the ATA Local agrees to organize the program, all teachers are normally expected to attend.

11.2 If a Principal feels that an alternative site-based activity is desirable, the Principal must apply to the Superintendent for permission to provide a site-based alternative.

    11.2.1 The application must give reasons for the request. Application shall be made no later than May 1 preceding the fall date.

11.3 Teachers wishing to be excused from approved activities on the fall professional development day must request permission from the Superintendent. Such a request shall include the Principal's written recommendation.

11.4 Principals wishing to initiate other alternate activities (beyond the scope of an alternative to a system professional development day must secure permission from the Superintendent.

Approved/Revised: JUN 2016/NOV 2019

Reference: Section 18, 52, 53, 55, 196, 197, 204, 222 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