

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 408
SECTION:	RELATIONS		
PROCEDURE:	STAFF DEVELOPMENT		

BACKGROUND

The Division is committed to a systematic and comprehensive staff development program for all employees. Staff development processes support the expected orientation of all staff toward continual improvement for the purpose of enhancing student achievement and school and system goals.

PROCEDURES

1. All staff members are responsible to continually grow in their ability to provide high quality service. All staff are required to develop and implement a personal professional development plan.
2. The Director or designate shall be responsible for the identification, implementation and assessment of Division level staff development priorities (e.g.: curriculum in-services).
3. Principals, through their decentralized budget, will provide for specific training for teachers to attend a conference, seminar, course, or similar activity. These types of requests are approved by the Principal based on the merits of the training opportunity.
4. Teacher expenses to attend professional development activities that are directed by the Division will be paid through central funds (e.g.: curriculum leadership training, in-services, Affirming Hope).
5. The number of teacher in-service days shall not exceed seven (7) school days in any academic year, unless otherwise approved by the Board. "In-service" shall refer to Orientation days, PLC days, Religion In-services, Curriculum In-services, and Convention days.
6. The Director, in consultation with the Teachers' Association, shall determine the date on which the Teachers' Convention is to be conducted. The Division shall not be responsible for the cost of the Teachers' Convention.
7. School support staff wishing to attend a training opportunity shall make application to the Special Education Coordinator. Expenses will be paid centrally.
8. The Director will make budget provisions for the training of Division Office personnel.

Reference: Sections 87, 108, 109, 175, 231, 233 Education Act

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