

## Administrative Procedure 410 - Staff Development Opportunities

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### 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. Therefore, the Division will support activities and will provide opportunities for staff to enhance their competence.

### Procedures

1. The Division recognizes that the education of all staff is a continuing process and expects all staff will actively participate in professional development activities.
2. The Division strongly supports and encourages teaching staff in their involvement in Provincial Achievement/Diploma Test development and/or marking.
3. Staff development activities are a shared responsibility of the Division, individual schools and individual staff. Collaborative planning shall govern the planning and activities undertaken for staff professional development.
4. Costs for school-based professional development activities shall be borne by the school.
5. Costs for non-school-based professional learning activities shall be the responsibility of the organizing budget centre and specifically costs for substitutes, registration, and guest speaker; the budget centre that the staff is assigned to will pay for travel and the compensation for the staff member. Meals will typically be the responsibility of the individual.
6. The Division may, from time to time, select staff to represent the wider interests of the Division with respect to Professional Development. In such cases, costs will be borne by the Division and, where possible, be recovered from the sponsoring agency.
7. The Division shall plan for up to two (2) professional learning days for all staff, one of which may be focused on wellness and mental health; for these Division days, meals will typically be provided for staff from the Professional Learning budget; travel and staff compensation will be the responsibility of the budget centre that staff member is assigned to.
8. The Deputy Superintendent shall oversee division wide learning activities for staff by organizing and leading a committee comprised of representatives from all Division staffing groups.

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Reference: Section 18, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act  
Certification of Teachers Regulation 84/2019  
Practice Review of Teachers Regulation 92/2019  
Ministerial Order 028/2020 – Student Learning  
Teaching Quality Standard  
Guide to Education ECS to Grade 12  
Practice Review Bylaws  
Collective Agreements

Effective: 1996-03-14

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