

## PROFESSIONAL DEVELOPMENT

### - POLICY -

The Board encourages principals, vice-principals, teachers and other employees to be involved in activities which help them better meet the demands of their positions.

Specifically, the board:

1. expects all employees to develop and/or maintain a high standard of effectiveness in their work;
2. encourages employees to keep pace with changes in the content, philosophy, methodology and techniques involved in their work;
3. encourages employees to develop and/or use materials, processes and/or curricula that best meet the needs of their work;
4. encourages employees to establish and participate in effective professional development programs;
5. wishes to provide support for employees to participate in professional development activities;
6. expects principals &/or vice-principals, teachers and other employees to participate cooperatively and collaboratively in activities wherever and whenever possible;
7. expects professional development activities to be open to all stakeholder groups.

### - REGULATION -

## SECTION A – PRINCIPALS &/OR VICE-PRINCIPALS

### 1. BASIC PRINCIPLES

The Board of Education of School District No. 85 expects principals and vice-principals to keep abreast of current trends and issues in education through reading and attendance at seminars, workshops and institutes. To this end, the board is supportive

of the involvement of its principals &/or vice-principals in appropriate professional development activities.

## 2. DEFINITIONS

Professional development for principals &/or vice-principals is essentially any activity intended for the professional growth of individual principals and vice-principals and/or the growth of the district administration team.

It may take various forms, including:

- 2.1 Individual professional development: that is, attendance at a conference by an principal/vice-principal;
- 2.2 Team/group professional development, such as attendance at group workshops, think tanks, etc.

## 3. FUNDING/GUIDELINES

The Superintendent of Schools, in consultation with principals &/or vice-principals, will develop guidelines for level of support, choice of activities, etc., on an annual basis, following the approval of a budget by the board and after consultation with the principals &/or vice-principals. Monies not expended in a specific budget year may be carried over as an addition to the next year's budget.

# – REGULATION – SECTION B – TEACHERS

## 1. BASIC PRINCIPLES

The Board of Education is supportive of a strong program of professional development for its teachers. Such a program should be designed to meet both the individual and collective professional development needs of teachers, and shall be developed in accordance with the following basic principles and with the appropriate involvement of all stakeholders.

- 1.1 The Board expects the individual teacher to make a continuing effort to develop professionally.
- 1.2 An effective needs assessment process should be the starting point of professional development.
- 1.3 Professional development activities should foster the growth of competence and professionalism.
- 1.4 Effective professional development requires a commitment of available resources, time, and organizational support.

- 1.5 The individual teacher should be given the opportunity and time to pursue his/her professional development objectives.
- 1.6 The idea of teachers teaching teachers should be promoted in the provision of professional development programs.
- 1.7 Professional development programs should incorporate a wide repertoire of teaching approaches, and no one program should be viewed as a universal panacea for the improvement of teaching.

## 2. DEFINITIONS

- 2.1 Professional Development – Any activity which results in the professional growth of the individual – specifically, activities which enable teachers to keep pace with changes in the content, philosophy, methodology, and techniques involved in their work.

This may be taken to include such activities as:

- 2.1.1 teacher-initiated visits to other schools/classrooms;
  - 2.1.2 participation in conferences, content-oriented workshops/conventions, and non-credit courses outside School District No. 85;
  - 2.1.3 workshops utilizing district personnel organized within the school district (either school-based or district-wide);
  - 2.1.4 the importation of resource personnel for in-district workshops/activities;
  - 2.1.5 activities that promote curriculum development;
  - 2.1.6 any other activity which promotes professional growth.
- 2.2 Workshop – Any educationally-oriented activity publicized as such by an association, college or university; or any educationally-oriented activity scheduled for less than two days.
  - 2.3 Course – An educationally-oriented non-credit course or activity offered by an established university or junior college, which is publicized as a 'course' in the official calendar of the institution concerned, provided, however, that no activity will be considered a 'course' if it is less than 48 hours in duration.
  - 2.4 District Teachers – Those teachers not assigned to a particular school or schools.
  - 2.5 District Staff – School-based principals and vice-principals and district-based principals not assigned to a particular school.

- 2.6 Isolated Schools – For the purposes of this policy, Woss Lake Elementary School is considered to be an isolated school.
- 2.7 Leave of absence for Professional Development – A period of time granted a teacher by the Board of Education whereby the teacher is excused from regular duties so that he/she may participate in professional development activities.
- 2.8 Teacher – A member of the V.I.N.T.A. bargaining unit who possesses a valid B.C. Teaching Certificate and who is on a continuing, temporary or probationary appointment.
- 2.9 Curriculum Development – The process of developing curriculum and related materials for a specific course of study.
- 2.10 Committees
- 2.10.1 Teacher Professional Development Committee refers to the committee made up of Pro-D representatives from each school, the V.I.N.T.A. Pro-D committee chairperson, and the president of the teachers' association.
- 2.10.2 The Joint/Board V.I.N.T.A. Professional Development Committee shall comprise an equal number of representatives from the Board and V.I.N.T.A. and will include the chairperson of the Teacher Professional Development Committee, the president of V.I.N.T.A., a trustee appointed by the Board, and the Superintendent of Schools.

### 3. TERMS OF REFERENCE FOR JOINT PRO-D COMMITTEE

The Joint Board/Association Professional Development Committee shall be responsible for the development of recommendations to the Board for professional development policy. The joint committee shall consider recommendations of the association's Professional Development Committee.

The Joint Board/Association Professional Development Committee shall meet as often as necessary but no less than three times per year (October, February, May).

#### 4. FUNDING

##### 4.1 Board Contribution

The Board will contribute annually a sum as determined by the current collective agreement.

The Board shall place fifty percent (50%) of its contribution in the fund by September 30th of each year, and the other fifty percent (50%) of its contribution, plus adjustments for staff changes, shall be placed in the fund by January 31st of the same school year.

##### 4.2 Administration Costs

The costs of administration of the Professional Development Fund (the Fund) shall be borne by the Vancouver Island North Teachers' Association. Each year, the Association will charge the Fund with a levy of 5% of the Board's annual payments to the Fund to offset the administration costs borne by the Association. At the end of each year, the Association will provide the Secretary-Treasurer of the Board with a statement of expenditures for the Fund.

Costs incurred by the chairperson (i.e. teacher-on-call costs and/or mileage for zonal meetings, planning, etc.) shall be borne by the association-directed fund.

##### 4.3 Funding Distribution

The Professional Development Fund shall be divided into two sections; the district-directed fund and the association-directed fund. Fifteen percent of the monies provided by the Board shall be allocated to the district-directed fund, and eighty-five percent shall be allocated to the association-directed fund.

##### 4.4 Expenditures and Disbursements

Expenditures from the district-directed fund shall be the responsibility of the Superintendent and/or his/her designate and expenditures from the association-directed fund shall be the responsibility of the V.I.N.T.A. Professional Development Committee.

Disbursements of all authorized payments shall be made by V.I.N.T.A.

##### 4.5 Association-Directed Fund – The association-directed fund comprises three parts:

#### 4.5.1 Individual Professional Development:

A percent of the total funds shall be established annually to address the professional needs of individuals. Payment will be made in accordance with established guidelines; however, payment will not exceed the Professional Development Committee's recommended pro-rata teacher amount. This funding may be used for such activities as:

4.5.1.1 attending workshops/courses in or out of the district;

4.5.1.2 school visitation (within or outside the district);

#### 4.5.1 Individual Professional Development (cont'd)

4.5.1.3 materials up to 25% of individual professional development allotment.

Additional funding for individual professional development activities may be made available by redistributing any funds unallocated by May 30th.

#### 4.5.2 School-Based Professional Development

A percentage of the total funds shall be established annually and will be allocated to the school for the purpose of funding professional development involving one or more staff members working towards a goal established by the staff as a whole. Each school will receive a basic amount.

In addition to this, any school with over seven (7) members will receive an additional amount per member. This funding may be used for such activities as:

4.5.2.1 whole staff working together on an agreed upon topic or theme;

4.5.2.2 groups within a staff working on an agreed upon topic or theme;

4.5.2.3 group visitations to other schools to further staff goals;

4.5.2.4 individual activity to further identified staff goals.

4.5.2.5 25% may be used for resource materials to be retained at the school staff professional library.

Additional funding for school-based professional development may be made available, upon application, from the association-directed funds.

#### 4.5.3 Pro-D Committee Directed Fund:

A percentage of the total funds shall be established annually and may be allocated to fund activities related to district-identified goals and such other activities as:

- 4.5.3.1 committee meetings;
- 4.5.3.2 district-wide professional development days;
- 4.5.3.3 additional funding for school-based activities;
- 4.5.3.4 long term educational leave bursary;
- 4.5.3.5 the purchase of approved materials;
- 4.5.3.6 committee approved local curriculum development projects;
- 4.5.3.7 PSA/LSA activities, meetings, etc., to fund district sub-committees;
- 4.5.3.8 professional development support for isolated school personnel;
- 4.5.3.9 exchange teachers' professional development programs;
- 4.5.3.10 funding for non-credit courses;
- 4.5.3.11 support for District Parent Advisory Committee activities;
- 4.5.3.12 local sponsorship of in-district institutes.

#### 4.6 Cost of Teachers Teaching on Call

The actual cost of teacher-on-call teachers required for a teacher to attend a professional development activity is considered to be part of the cost of the activity and shall be charged to the appropriate professional development fund.

4.7 Unallocated Funds

At the end of each school year all unused and unallocated funds shall be redistributed to individual V.I.N.T.A. members who utilized the fund during the school year.

4.8 Development of Guidelines

Guidelines governing expenditures and limits developed by the V.I.N.T.A. Professional Development Committee will be presented to the Joint Board/V.I.N.T.A. Pro-D committee for submission to the board.

5. THE DISTRICT-DIRECTED FUND

Fifteen percent of the total fund shall be used for activities such as:

- 5.1 the funding of educationally-oriented activities for district teachers;
- 5.2 the subsidizing of the professional development activities for the isolated school teachers;
- 5.3 the subsidizing of district fund activities under unusual circumstances such as exchange teacher Pro-D activity;
- 5.4 the funding of district-directed education-oriented activities (e.g. new curriculum workshops);
- 5.5 the funding of professional development activities under unusual circumstances.