

Pembina Hills Public Schools supports professional growth and development for all staff and believes that professional learning is a shared responsibility of the Board and all staff.

Definitions

Professional Development – professional development includes training, education and learning intended to help staff improve their knowledge, skills, and effectiveness in their service area.

Compulsory Training – training or education that is a requirement as per the position's job description.

Supervisor – site specific Principal, Associate Principal, Director, Assistant Secretary Treasurer, Secretary Treasurer, Assistant Superintendent, Superintendent, or their designates.

1. Jurisdiction and Site-Based Professional Development

- 1.1 The Superintendent or the Superintendent's designate, in consultation with the Professional Development Committee, shall direct jurisdiction professional development. Certificated staff shall participate in all designated jurisdiction professional development days. Non-certificated staff shall be notified if they are expected to attend designated jurisdiction professional development days. Only the Superintendent or the Superintendent's designate may exempt staff from designated jurisdiction professional development days.
- 1.2 Supervisors shall direct site-based professional development and early dismissal days. Staff shall attend site-based professional development and early dismissal days unless authorized to be exempt by the Supervisor.

2. Individual Professional Development

- 2.1 Individual professional development administration and funding shall be site-based.
- 2.2 Staff may request permission and funding to participate in a professional development activity or compulsory training by submitting Professional Development Application Form F 4-18 to their Supervisor. The Supervisor shall approve or deny the request if the amount is \$1000.00 or less and occurs within Alberta.
- 2.3 Requests for professional development or compulsory training activities that exceed \$1000.00 in total for a given school year, or occur outside of Alberta, must be approved by the Supervisor and the Superintendent or the Superintendent's designate. The Board Chair shall approve such requests from the Superintendent.
- 2.4 As part of the approval process, the Supervisor may:
 - a. approve professional development funding to cover the following expenses:
 - i. registration fees

- ii. subsistence and travel costs
 - iii. substitute costs
 - b. facilitate participation on a cost share basis
 - c. facilitate attendance at the staff member's expense
- 2.5 Professional development funding shall not be utilized to undertake courses recognized by the Teacher Qualifications Service for years of education.
- 2.6 Supervisors shall maintain appropriate record keeping of all professional development fund disbursements.

Reference

[Form 4-18 Professional Development Application Form](#)