



ADMINISTRATIVE PROCEDURE 405

STAFF DEVELOPMENT

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 and therefore the Division will support activities and will provide opportunities for staff to enhance their competence.

Procedures

1. All staff members are responsible to continually grow in their ability to provide competent service.
 - 1.1 All ESC supervisory staff, principals, teachers and support staff are required under Administrative Procedures 411, 423, and 430 to develop and implement a personal professional development plan.
2. The Division, through its department managers, and contractual obligations, will assist staff members to maintain and enhance their competence in their area of employment.
 - 2.1 Department managers may, through their department budget, provide for specific training of staff members in their department as required by law or regulation, or as required for the proper functioning of the department.
 - 2.2 Where a staff member requests permission to attend a conference, seminar, course or similar activity and the funding is not available through the provisions of the staff member's contract, the department manager shall decide on the applicability of such a request to the goals and needs of the department and shall then decide to approve or deny the request.
 - 2.3 Where a department manager approves a staff member's request to attend a conference, seminar, course or similar activity, the department manager may:
 - 2.3.1 Decide to cover the costs out of the department budget;
 - 2.3.2 Facilitate the staff member's attendance on a shared cost basis; or
 - 2.3.3 Facilitate the staff member's attendance at the staff member's expense.

2.4 Staff members are expected to utilize the opportunities provided in their employment contract for professional development.

Reference: Section 60, 61, 113, School Act

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