



402.9AP Staff Professional Learning

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LEGAL REFERENCE

- *Teacher Quality Standard Ministerial Order #001/2020*
- *Leadership Quality Standard Ministerial Order #001/2020*

CROSSING REFERENCE:

- [402.9AP Exhibit 1 Request for Professional Development](#)

BACKGROUND:

Professional learning is a critical component in improving the performance of schools and individuals thereby contributing to growth in the quality of education provided to students. Additionally, a well-designed professional learning program is one of the most crucial tools for developing, motivating and retaining high quality employees.

DEFINITIONS:

Professional learning includes a wide variety of opportunities for the development of knowledge, skills and attitudes leading to improved competency. Professional learning includes practices and activities that all staff engage in both individually and collectively. This broad category includes individual professional learning, school-based professional learning, and system-level professional learning.

PROCEDURES:

Staff

1. Staff are encouraged to demonstrate a commitment and responsibility to pursue professional learning opportunities. These learning opportunities provide an opportunity to keep abreast of

- current research and practice, and share knowledge and experience.
2. Staff that attend professional learning are encouraged to share back the learning to the school and division.
 3. Staff are required to fill out 402.9AP Exhibit 1 to their principal/supervisor to receive approval prior to attending any professional learning.
 4. This approved exhibit will be attached to any expense claim and retained by principal/supervisor.
 5. Approval of professional learning will be based on the number of days a staff may have been away in the year, the school/department budget, and how the learning will support the goals and priorities of the school and division.
 6. Where a principal/supervisor approves a staff member's request to attend professional learning, the principal/supervisor may:
 - 6.1 Decide to cover the costs out of the budget;
 - 6.2 Facilitate the staff member's attendance on a shared cost basis; or
 - 6.3 Facilitate the staff member's attendance at the staff member's expense.

School/Department

1. Principals/Supervisors are encouraged to create a school-level/department professional learning committee to provide support in the development and implementation of the school/department professional learning plan.
2. Principals/Supervisors, in collaboration with the school/department professional learning committee, will develop and submit to the Superintendent or designate, an annual professional learning plan that reflects the priorities of the school/department and division by the last school day of October.
3. Principals/Supervisors will ensure that school/department level budgets provide funds for professional learning.
4. The school/department will provide information to stakeholders regularly on the importance and success of professional learning for staff.

Division

1. The division is encouraged to create a division professional learning committee to provide support in the development and implementation of the division professional learning plan that reflects the priorities of the division.
2. The Superintendent or designate, in collaboration with the division professional learning committee, will develop an annual leadership learning plan that reflects the priorities of the division by the last school day of October.
3. The division will provide information to stakeholders regularly on the importance and success of professional learning for staff.