



## PROFESSIONAL DEVELOPMENT STAFF OPPORTUNITIES

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Through professional development (PD), staff members will become more knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

A critical element in ongoing PD is the ability to keep current with educational issues at local, regional, provincial, national and international levels.

### Professional Development Conferences and Workshops

#### Trustees

Trustees may attend appropriate conferences and workshops in accordance with their policies and to the extent provided by the budget.

#### Senior Administration

Senior Administration may attend appropriate conferences and workshops to the extent provided by the budget. They also are responsible for the PD of the immediate staff members they supervise.

- Superintendent: Assistant Superintendents, School Administrators, Program Leaders, Clinicians and Support Staff
- Secretary-Treasurer: Maintenance Manager, Transportation Manager, Purchasing Manager, Finance Manager, ICT Director, Director Human Resources and Support Staff

#### Principals

Principals are responsible for the PD of school based professional staff. Divisional personnel together with school principals provide PD for school support staff.

#### Other

Any other PD requests must be submitted to the Superintendent's Department with rationale from the sponsoring group or the principal.

#### Guidelines

Requests for PD conferences and workshops must be within the budgeted amount.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>