

STAFF DEVELOPMENT

Background

Learning is a lifelong process. Accordingly, the Division is committed to supporting the efforts of staff to improve their professional skills. In addition to personal growth, staff development activities focus on curriculum development, curriculum implementation strategies, strategies to create a positive school climate, communications skills and instructional techniques.

The Division recognizes the advantages of staff development programs and believes that professional development is a shared responsibility of the individual, the staff, administrators, professional associations and the Division.

Procedures

1. In-service priorities will be identified on a yearly and long-term basis in consideration of identified Alberta Education priorities and Division expectations.
2. Local school professional development activities will be identified by the school administration and staff.
3. School councils may have input on needs and criteria for staff development.
4. The Division supports professional development by providing staff development days and decentralized funds to schools to support staff development programs and activities.
5. Financial allocations in budget will include an annual sum to support Division-wide in-service needs.
6. In-service and professional development funds will be used to defray the following expenses:
 - 6.1 Honoraria.
 - 6.2 Registration fees.
 - 6.3 Subsistence and travel costs.
 - 6.4 Substitute costs, where applicable.
7. Any employees seeking to participate in out-of-province professional development opportunities must have such activities approved by the Superintendent or designate:

- 7.1 Employees are to submit the Out-of-Province Professional Development Approval Form (F 424) for approval from the Superintendent or designate prior to registering, making travel arrangements, or booking accommodations for any out-of-province professional development activities.
- 7.2 Prior to registering, making travel arrangements, or booking accommodations for out-of-province professional development opportunities, the employee must have received the completed Out-of-Province [Professional Development Approval Form \(F 424\)](#) with signed and dated approval for the activity from the Superintendent or designate.

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