

430 PROFESSIONAL LEARNING

Background

The Division recognizes that professional learning such as certain conferences, seminars, workshops and teacher collaboration are designed to support teacher instructional excellence. The Division, in conjunction with the Alberta Teachers' Association, has established a LifeLong Learning Professional Development Fund. Teachers can make an application to this fund for up to \$1000 per Professional Learning undertaking on a yearly basis.

The Superintendent will establish a Professional Development Committee composed jointly of staff and Division Office administration for the purpose of determining the administration of the Lifelong Learning Professional Development Fund.

Procedures

1. The Professional Development Committee shall consist of:
 - a. Two ATA members from the TBAC committee
 - b. Two members of senior administration one of whom may be the Superintendent
2. The Professional Development Committee shall authorize expenditures from the fund for the following purposes:
 - a. To allow a member of the teaching staff to engage in teacher collaboration, attend a workshop, conference, or specialist council;
 - b. To sponsor other activities related to professional development, subject to the approval of the Professional Development Committee.
3. The following guidelines have been established with regard to assistance for those attending approved professional development activities:
 - a. Applications shall be submitted to the Joint committee at the beginning of the school year.
 - b. Such applications shall be made on the appropriate form provided for the purpose.

- c. Applications for the professional development activities must be submitted for approval by the Professional Development Committee and must be received on or before the published date.
 - d. The committee will meet to review the applications.
 - e. Applications shall be approved by letter.
 - f. The maximum amount approved for an application will be \$1000.
4. The professional development activity must be related to the teacher's Professional Growth Plan, district goals, school goals or the teacher's teaching responsibilities.
 5. Where a number of teachers attend the same conference, the most economical transportation arrangements should be made. Transportation shall be paid to the driver(s) of the car(s) only.
 6. Teachers shall submit a synopsis of their learning to the shared Life Long Professional Learning Shared Drive.
 7. The Division Expense claim Form must be completed in all aspects within 30 calendar days of the professional learning before the claim will be processed.
 8. A maximum of \$25,000 per school year will be spent on supporting teacher professional learning through the LifeLong Learning Professional Development Fund.

History

Developed: August 2003
Amended: April 2020
Amended: August 2023