

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Background

The purpose of professional development is to commit to HPSPD's growth as a learning organization that continually develops adult knowledge and skills to improve student learning.

HPSPD values professional development that is:

- systemic: we believe structures must be in place to support professional development at all levels in HPSPD;
- ongoing: we believe professional development is an ongoing and sustained process which leads to an improved learning community; and
- goal-driven: we believe professional development must have clear, meaningful and purposeful goals.

We value:

- learning: we believe effective professional development must result in improved student learning; and
- evaluation: we believe evaluation must be planned, ongoing and designed to guide professional development decisions.

Procedures

HPSPD provides a variety of support for professional development activities. The Superintendent shall administer available funds and supervise various Professional Development activities undertaken by HPSPD.

1. HPSPD Initiated Topics

- 1.1. Funds are apportioned to facilitate HPSPD initiated topics, projects and professional development.

2. HPSPD/Alberta Teachers' Association (ATA) Local 62 Joint Fund

- 2.1. To provide individual teachers with the opportunity of attending professional development activities outside HPSPD, HPSPD and ATA Local review and jointly fund applications for attendance at workshops, conferences, and specialist council meetings.
- 2.2. The HPSPD/ATA Local 62 Professional Development Committee will:
 - 2.2.1. Establish a frame of reference that:
 - 2.2.1.1. is reviewed yearly at the committee's initial meeting;
 - 2.2.1.2. establishes an application process that includes the Principal, appointed member of the committee and Learning Support Centre (LSC) representative;
 - 2.2.1.3. determines membership parameters that includes one representative from the LSC; and
 - 2.2.1.4. ensures reimbursement parameters do not exceed the rate set by the Board.
 - 2.3. ATA Local 62 shall inform the Superintendent as to their financial commitment for the fund by June 30 of the preceding School Year.
 - 2.4. The ATA Local 62 portion of the Professional Development Fund will become payable on October 30 of the fiscal year beginning on September 1st.
 - 2.5. The Director of Finance will provide the ATA Local 62 with a financial statement of account for the Professional Development Committee for the fiscal year ending August 31st.
 - 2.6. The Director of Finance will provide the ATA Local 62 with a statement of expenditures of the joint ATA/HPSPD Fund for the fiscal year ending August 31st.
 - 2.7. The Joint Fund will cover the substitute teacher costs for approved Professional Development leave to the maximum established annually.

3. Tuition Reimbursement Allowance

- 3.1. Teachers on a continuous contract may make application for funding as per the HPSPD/ATA Collective Agreement to further their education through an accredited university or college.

4. Administrator Professional Development Fund

- 4.1. Vice Principals and Principals are provided \$833 each year to access for their professional development. Unexpended funds can be carried forward each year to a maximum of \$2500 per Administrator.

HPSD Forms

Administrative Form 423A - HPSP-Local 62 Teacher Request for Professional Development Leave (Category B)

Administrative Form 423B - HPSP-Local 62 Teacher Expense Claim (Category B)

Administrative Form 423C - Request to Access Education Fund

Administrative Form 423D - Education Fund Expense Claim

Administrative Form 423E - Administrator Request for Professional Development Leave

Administrative Form 423F - Administrator Expense Claim

Administrative Form 423G - HPSP-Local 62 Teacher Expense Claim (Category A)

References

Education Act, Sections 33, 53