

# PROFESSIONAL DEVELOPMENT EXEMPT STAFF

## Background

As expectations and accountability have increased for the:

- achievement of students
- performance of employees
- involvement of parents
- partnership of communities

so too has the need for the growth personally and professionally of exempt staff.

The purpose of the District's professional development budget allocations is to:

- encourage individual professional growth as it relates to performance
- assist individuals with their performance as it relates to carrying out their duties, responsibilities and functions (job descriptions)
- address goals and objectives of annual growth plans
- advocate facility, community and District leadership
- inspire instructional leadership and mentorship as it relates to Ministry of Education policy and curriculum directions

The District has high expectations for a performance-based culture with annual growth plans from all exempt personnel that:

- focus on improving student performance and progress
- consider personal and District goals addressing facility operations, community interactions and interpersonal relationships
- refine leadership practices as they relate to facility effectiveness

## Guiding Principles

- The level of accountability and due diligence of the District's professional development expenditures must be of the highest standards.
- The District acknowledges and is appreciative of the professional development resources provided by the Ministry, the resource personnel throughout the province and country, and the District individuals whose passion and interest in education contributes to the quality education experiences in our District.
- The District encourages exempt personnel to pursue personal and professional growth through the various types of professional development offered throughout Canada.
- When students are in session it is the District's expectation that exempt personnel are to be providing leadership in District schools and/or facilities.

- The District acknowledges the research, which has proven conclusively that self-assessment is essential for professional growth.
- The District acknowledges the difference between professional development form and professional development substance. e.g. simply attending a professional development event does not mean we have professional development.
- To that end District professional development funds are to take the form of an offering for improvement not as an opportunity for exposure but to address the purposes of this Administrative Procedure, specifically:
  - what will be brought to schools and the District
  - what will we do differently
  - how will we do it
  - who will do it
  - when will we do it
  - at what cost
- District professional development funds must be pertinent to the purposes of this Administrative Procedure.

## Procedures

1. The District delegates authority as provided in [Administrative Procedure 513 -Travel/Expense Allowance](#) for the reimbursement of approved professional development expenses.
2. Attendance at professional development events must be relevant and directly related to current job descriptions approved by the District.
3. Professional development funds shall not be used as a taxpayer subsidy for the acquisition of courses towards post graduate degrees.
4. Leave to attend professional development within Canada requires authorization (at least one (1) month prior to the event) of the Superintendent for educational personnel or the Secretary Treasurer for operational personnel. ([Form 418-1](#))
5. Leave for attending professional development within Canada for the Superintendent and Secretary Treasurer requires authorization (at least one (1) month prior to the event) of the Board Chair.
6. Leave to attend professional development outside of Canada requires authorization of the Board. Since the Board must have three (3) months notice to approve the event, the request must be submitted to the Superintendent or Secretary Treasurer in sufficient time to allow the request to be placed on the Board agenda at least three (3) months prior to the event.
7. Leave to attend professional development outside of Canada also requires a presentation to the Board outlining purpose, demonstrating similar offerings are not offered in Canada, addressing guiding principles, providing estimated costs, and if approved, a follow-up presentation.

8. Attendance at professional development events in which expenses are claimed, require individuals to submit an evaluation of the event providing highlights, critiques and recommendations. ([Form 418-2](#))

**Procedure (4, 5, 6, 7, 8) Summary Chart**

Personnel	Inside Canada			Outside Canada		
	Authorization	Approval Time	Event Evaluation	Authorization	Approval Time	Event Evaluation
Exempt Staff	Educational Personnel Superintendent  Operational Personnel Secretary Treasurer	One (1) month prior to event	Submitted with expense claim	Presented to Board	Three (3) months prior to event	Presentation to Board and written submission with expense claim for all Exempt Personnel and Trustees
Secretary Treasurer	Board Chair					
Superintendent						

9. Professional development tracking of District budget funding and activities of Exempt Personnel will be submitted monthly to the Board.
10. The Board will make provisions in the Annual Operating Budget for professional development, as it relates to the curriculum.

Reference: Sections 17, 18, 20, 22, 65, 85 School Act  
Employment Standards Act

Approved: May 8, 2018  
Revised: August 15, 2021