



## **Staff Professional Development Opportunities**

### **Background**

These guidelines confirm KTCEA’s commitment to the development of its employees and to provide details on training and development related processes.

### **Guidelines**

1. Professional Development activities must align with KTCEA’s Vision and Mission and the individual’s professional growth plans.
2. Potential training and development activities are identified using information from the Career Aspirations Summaries, the PDR process, and the Succession Planning process.
3. In its annual budget KTCEA will allocate funds for professional development.
4. Professional development requests shall be made to the employee’s direct supervisor who will review and elevate the request for further consideration.
5. Approval of professional development requests will be based on available funds and the needs of KTCEA and its employees.
6. Upon their return from a professional development activity, employees may be required to prepare a written and/or deliver an oral report of the activity to their immediate supervisor and/or to other employees.
7. Development for teaching personnel may include:
  - a. In-school professional development where staff are provided professional development opportunities as approved by the Principal and Superintendent;
  - b. Individual professional development (school/home based) where it may be important for staff to have release time from teaching to advance their qualifications or teaching techniques;
  - c. Mentorship Teacher program for professional development where arrangements are made partnering new teachers with experienced teachers at the start of the school year.

These guidelines apply to all KTCEA employees. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	Completing the Request for Professional Development Form.  Once the development activity has been approved at the Superintendent level, enrolling in the program or work with Human Resources to register for the program.	Employees

2.	Reviewing Requests for Professional Development.	Supervisors/ Principals
3.	Reviewing Requests for Professional Development and, if in support, forwarding to Superintendent for approval.	Associate Superintendent
4.	Approving Requests for Professional Development.	Superintendent/ Deputy Superintendent
5.	Supporting the scheduling of Professional Development Activities.	Human Resources

**References:**

KTCEA Policy 12 Human Resources

**Procedure Amendments and Updates**

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.