

# Administrative Procedure 425

## Human Resources

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## PROFESSIONAL LEARNING AND DEVELOPMENT

### BACKGROUND

The charter board believes that employees should actively engage in learning opportunities as a means of improving the delivery of curricula, the provision of services and the performance of the school and individuals thereby contributing to growth in the quality of education provided to students.

### PURPOSE

The purpose of this administrative procedure is to define the processes surrounding professional development at Westmount Charter School (Westmount).

This administrative procedure excludes casual employees.

### PROCEDURES

#### 1. General

- 1.1 All professional learning and development opportunities supported by Westmount must directly enhance and impact one's role at Westmount. More specifically, professional learning and development activities must, at a minimum:
  - 1.1.1 improve practice in the field in which the individual is employed; or
  - 1.1.2 enhance or support work with students while employed at Westmount.
- 1.2 Personal growth training, seminars and resources will not be approved for individuals. While the charter board recognizes the value of such courses, the primary intent of professional development at Westmount is to make direct contributions to improving practice in the field in which the individual is employed or enhancing or supporting work with students while employed at Westmount.

#### 2. Individual Professional Development

- 2.1 An amount will be allocated annually to each employee's individual professional development account. The amount allocated is to be pro-rated by actual FTE worked and may vary from year to year dependent on the budget.
- 2.2 Monies allocated to an employee's individual professional development account may be carried over to a subsequent school year, up to a maximum of two subsequent school years. At the start of each school year, an employee can accumulate a maximum of two prior years.
- 2.3 Upon notice of termination of employment, any unused portion of individual professional development funds will not be accessible by the employee.

#### 3. Staff Professional Development

- 3.1 An amount will be allocated to each campus' professional development account annually. The amount allocated may vary from year to year. The principal is responsible for allocation of each campus' professional development account.

- 3.2 Employer directed professional development will be funded from the respective campus' professional development account.
4. Standard First Aid Training
- 4.1 Staff are encouraged to take and maintain up-to-date standard first aid training. Annually, a fund shall be set aside to offset training costs for staff to attend standard first aid training.
5. Approval Process
- 5.1 All employees requisitioning the use of professional learning and development funds must obtain one-over-one approval via the professional development fund approval form. Superintendent approval is required for all out-of-province or out-of-country professional development.
- 5.2 Prior to approval, the professional development fund approval form must be complete, including course description, resources for purchase, amount requested and the relevant budgets (i.e., individual professional development vs staff professional development).
- 5.3 Employees must not arrange individual professional development activities (e.g., conference registration, flights, hotels, etc.) prior to receiving one-over-one approval, or in the case of out-of-province or out-of-country professional development, approval by the superintendent.
- 5.4 A line-by-line cost breakdown is required for professional development that is outside the city of Calgary.
6. Leave for Professional Development
- 6.1 Each campus will be allocated professional development days to be used by staff from their respective campus, on an annual basis. Approval for using the allocation will be done at the same time requisitions for professional learning and development are processed.
- 6.2 The charter board will support two days of paid professional leave, pro-rated to actual FTE worked, which includes paid leave and the cost of a substitute.

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