

Administrative Procedure 433

Human Resources

PROFESSIONAL DEVELOPMENT INCENTIVES – CERTIFICATED STAFF

BACKGROUND

In its desire to support and stimulate the lifelong professional growth of teachers, and to sustain, enhance and develop gifted education programming at Westmount Charter School while meeting emerging needs in specific areas of special education, the board will make available professional development incentives.

PROCEDURES

1. Application Process

- 1.1 The applicant will submit the completed Westmount Charter School Professional Development Incentive Application Form, including all required supporting documents to the human resources director.
- 1.2 The applicant will hold a permanent professional teaching certificate in Alberta.
- 1.3 A maximum of one professional development incentive will be approved per employee.

2. Criteria

- 2.1 The completion of the gifted coursework along with the graduate certificate, diploma or a Master's degree.
- 2.2 School or system leadership experience as it applies to a gifted setting.
- 2.3 Coursework or experience must be:
 - 2.3.1 directly related to school and classroom practice in a gifted setting; and
 - 2.3.2 focused on school teaching and/or learning.
- 2.4 Coursework should be current (either ongoing or completed in the last two years).

3. Selection Committee

- 3.1 The selection committee will have representation from the superintendent, the human resources director and/or the school's principals.

4. Incentive Funding

- 4.1 The incentive will be funded at an annual rate of \$250.00, \$500.00 or a maximum of \$1,000.00 for a graduate certificate, graduate diploma or a Master's Degree respectively.

Date of Adoption: March 9, 2015
Date of Revision: September 26, 2019, January 17, 2022, September 2, 2025
Due for Review: September 2, 2028