

Administrative Procedure 433

Human Resources

PROFESSIONAL LEARNING INCENTIVES – CERTIFICATED STAFF

BACKGROUND

To support and stimulate teachers' lifelong professional growth, 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 professional learning incentives available.

PROCEDURES

1. Application Process

- 1.1 The applicant will submit the completed Westmount Charter School Professional Learning 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 learning 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.

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