



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 414: Professional Development

The Director of Education and system and school administrators and managers are committed to providing opportunities for ongoing staff development and leadership development for all staff groups. This professional development is intended to achieve enhanced professional growth for all staff members, and improved learning for all students.

The Director of Education recognizes that effective staff development is of critical importance in supporting schools and the system as a whole in managing change in a way that encourages meaningful and sustained renewal and improvement. S/he and system and school administrators and managers are committed to identifying staff development plans, strategies and budgets as an integral part of all activities in The Kenora Catholic District School Board.

1. System Expectations

- 1.1 Staff development activities within the district shall reflect the research-based principles of effective staff development.
- 1.2 These activities shall:
 - 1.2.1 create, support and reflect the culture of a learning organization;
 - 1.2.2 operate in an environment of mutual trust;
 - 1.2.3 be based on knowledge about adult learning;
 - 1.2.4 foster the norm of continuous improvement;
 - 1.2.5 provide the follow-up necessary to ensure improvement;
 - 1.2.6 employ a variety of approaches; and
 - 1.2.7 facilitate staff collaboration with system and school leaders, the board and the wider community.

2. Connections Among Initiatives

- 2.1** Staff development opportunities will be aligned with and connected to other initiatives and ongoing activities inside and outside the district, such as:
 - 2.1.1 the district strategic plan;
 - 2.1.2 annual plans of superintendents, system managers and supervisors, and school administrators;
 - 2.1.3 the teacher performance appraisal system and support staff evaluation;
 - 2.1.4 school action improvement planning;
 - 2.1.5 the growth plans of support staff and teachers; and
 - 2.1.6 analysis of research data collected within the system and province.

3. Partnerships

Partnerships shall be developed with internal and external organizations to plan and deliver staff development programs.

4. Administration of Funds

- 4.1** The Director of Education delegates to the superintendents, principals and managers the responsibility for the administration of funds allocated to professional development and training in the district budgets.
- 4.2** Because such funds are limited and there are a large number of worthwhile professional development activities, the following guidelines are established.
 - 4.2.1 Opportunities for participation in professional development activities shall be as broadly spread over the staff as possible.
 - 4.2.2 Professional development activities which are supported by district budgets shall be chosen in accordance with the terms of sections 1.to 3. of this procedure.

- 4.2.3 Appropriate professional development activities may include:
- 4.2.3.1 attendance at workshops, seminars, conferences;
 - 4.2.3.2 updating courses offered by the Ministry of Education, the district or professional institutions;
 - 4.2.3.3 peer coaching or mentoring activities;
 - 4.2.3.4 visits to other schools, school systems, industries or businesses.

4.2.4 **Out-of-District**

- 4.2.4.1 The district wishes to encourage and assist in the professional development of staff members at out-of-district conferences, but may not fund the costs totally in every instance.
- 4.2.4.2 The terms of support for the professional development activity shall be clearly set out by the superintendent, principal, manager or supervisor prior to final approval, and shall include the proportion of the costs for which the staff member will be reimbursed.

5. Reporting

A summary report of the highlights of the professional development activity and an assessment of its value, along with any relevant recommendations, shall be provided as requested by the superintendent, principal, manager or supervisor who approved the activity within two weeks of the completion of the activity.

Legal Reference:

Education Act S. 264 Duties of Teacher: Professional Activity Days, Conferences;
S. 286 Duties of Supervisory Officers: Assist Teachers in Their Practice
Ontario Regulation 298 S. 11 (3) Duties of Principals: Advise and Assist Instruction;
S. 11 (19) School Action Plans for Improvement
Ontario Regulation 98/02—Teacher Learning Plans

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