

Section:	<b>Human Resources</b>
Policy:	<b>4.09</b>
Revised:	<b>April 2023</b>
Approval:	<b>Motion #375</b>

## 4.09 Professional Development for all Staff

---

### 1. Purpose

Continuous learning and professional development are important aspects of an employee's growth as contributing members of Kootenay Christian Academy. This policy provides guidance and expectations for staff and administrators to ensure appropriate professional development is undertaken in a fair and consistent manner.

### 2. Persons/Area Affected

Full-time and part-time employees who are on an indefinite contract.

### 3. Policy

- 3.1. All staff are responsible for their continued growth and professional development through their acquisition and application of skills and knowledge relevant to their profession or role.
- 3.2. Kootenay Christian Academy shall support the continuous professional development of all staff through an appropriate system of performance review and growth planning that will encourage professional fulfillment, advancement and increased performance.
- 3.3. Professional development will be aligned with Kootenay Christian Academy's educational programming and operational requirements and the school will ensure appropriate resources, time and funding are allocated to support professional development activities.
- 3.4. A full-time teacher has 200 designated days of instruction, in-service learning and professional development per year. Within those days, teachers should ensure they achieve approximately thirty (30) hours of professional development activities, whether it is development offered through the school or taken independently. Professional development hours for part-time teachers will be prorated.
- 3.5. Professional development requirements for Administrators and other staff will be guided by the terms of their employment contract, professional development plan or as directed by the head of school or school board.
- 3.6. Costs and Reimbursement of Development Activities:

- 3.6.1. Remuneration for professional development costs should be made in consultation and with the pre-approval of an Administrator and as articulated in a professional development plan.
- 3.6.2. Professional development activities and time should be documented, expensed and documents verifying enrollment, attendance and/or successful completion of the program may be required. Where an individual is to be reimbursed for the cost of a professional development activity, the school will do so in a reasonable timeframe or as agreed between the individual and the school.
- 3.6.3. In the event of the school agreeing to fund a substantial development program such as a post-secondary degree, a formal agreement will be put in place to ensure clarity with respect to funding levels and the commitment required of the employee during and post program completion.
- 3.6.4. For teachers, the cost of taking a course will be paid by the school to a maximum of \$900.00 or as agreed between the parties.
- 3.6.5. If a Teacher-on-Call or temporary substitute is required to replace an educator or other employee who is away attending an approved professional development activity, the cost of the TOC/substitute coverage will be covered by the school.

#### 4. Definitions

- 4.1. Professional development: continuing education and career training that helps to develop new skills, improve practices, and stay up to date on current pedagogy within the profession. Examples of professional development activities include, but are not limited to:
  - 4.1.1. experiential learning such as hands-on practicums, project-based assignments, secondments, targeted changes in teaching assignments, developing, and leading workshops and/or education related travel exchanges
  - 4.1.2. mentoring and coaching
  - 4.1.3. courses, seminars, conferences through universities, colleges, professional associations and/or accredited learning institutions
  - 4.1.4. involvement and work with committees, boards and professional associations
- 4.2. Professional Development Plan: a plan that identifies the areas of desired development and growth that is supported by the array of professional development activities that will enable an individual to achieve their development goals.

#### 5. Responsibilities

**Employees** are responsible for driving their own professional development and growth as an educator and engaging with the school to enable the achievement of their development goals.

**Administrators** are responsible for supporting employees in their professional development by enabling a regular system of evaluation, feedback and goal setting and ensuring appropriate funding of development activities.

## 6. Process

- 6.1. A staff member's professional development is enhanced significantly when specific areas for growth are identified and targeted, when it is done within a professional learning community, and when formalized in a professional development plan. The following suggested best practice actions support a healthy culture of high performance, learning and professional growth.
- 6.2. On an annual basis, or other time frame agreed to by the parties, either at the end of or at the beginning of the school year, an employee and their supervisor should meet to review overall performance and identify areas for improvement and desired growth. Professional development goals and supporting activities should be documented in a Professional Development Plan.
- 6.3. Regular check-ins during the year to update on progress are highly effective at supporting learning outcomes and ensuring that the professional development plan is still up-to-date and relevant.