

Uses for Teacher Professional Development Funds

Professional development is a process of continuous growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to learn and grow professionally in order to enhance teaching and learning.

Realizing that professional development will have a positive impact on student learning, and that the use of professional development funds is an individual, professional choice, there are several selections. Any tangible items purchased become the property of the teacher.

Appropriate uses of teacher professional development funds include:

- Attendance at workshops/conferences, including registration fees, TOC costs, and hotel, parking, ferry costs, accommodation and meal & mileage per diem (as set by SD71 standards)
- PSA/LSA memberships, other professional membership fees
- Professional journals, books, audio, visuals, software, activities, materials used by teachers to promote professional growth
- Release time and costs related to:
 - Visitations to other classrooms/schools
 - Research or action research
 - Self-directed study
 - Training, courses, tuition fees and textbooks for educational courses/university courses
 - Collaboration/unit planning/program development
- Time & support for developing assessment, evaluation, reporting tools, though not for reporting itself
- Child care costs when PD occurs on a non-working day of the teacher
- Purchase of I.T. hardware: laptops, desktops, tablets, iPads, netbooks and pads-type devices, computer peripherals (printers, cables, mouse, webcam, etc.), maintenance/parts costs associated with I.T.
- First aid courses

IF ANY PRO-D IS NOT LISTED ABOVE, PLEASE CONTACT THE PRO-D CHAIR

Inappropriate use of teacher professional development funds include:

- *Books, software, etc. which have personal or curricular rather than professional application.*
- *Supplies for the classroom, teaching supplies/curricular resources, supplies/books for students.*
- *Pro-D purchases for another teacher/district employee, other than themselves.*

FYI - Hardware purchases are considered a taxable benefit by Canada Customs and Revenue. IT / Computer Device Purchase Agreement must be signed when purchasing hardware.