

SCHOOL DISTRICT 71 TEACHER PROFESSIONAL DEVELOPMENT HANDBOOK



Comox District Teachers' Association 71

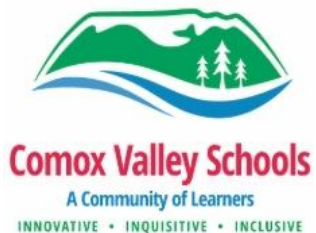


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**All Teacher Pro-D reimbursement forms and events can be found under
“Teacher Pro-D” on the CDTA website: <https://cdta71.ca/>**

**Also, Teacher Pro-D Activities are regularly posted on the
SD71 Events Page: <https://events.sd71.bc.ca/>**

Mission Statement for Professional Development in School District #71

Through professional development members of our educational community collaborate to develop a climate and structure for individual, staff, and district growth.

Principles that support the Mission Statement:

- Provision of quality educational programs for our students is the goal of professional development.
- Members of the educational community value professional development
- Time and resources are critical components for successful professional development.
- Individuals, groups, and staffs receive support through professional development to pursue their identified professional growth goals
- Members of the educational community are lifelong learners who reflect on their practice.

Mission Statement for the Joint Professional Development Committee

***“Enabling teachers both individually and collectively
to learn and grow professionally,
to enhance teaching and learning.”***



Your District Joint Pro-D Committee

The Joint PD Committee consists of 6 (six) teachers, one of whom shall be the committee pro-d chair.

The PD Chair and Teacher positions are filled on a yearly basis at the CDTA spring annual general meeting (AGM) through elections. Also, two (2) administrative officers as determined by the CV PVPs Association and one (1) person determined by Superintendent. The president of the CDTA and a Trustee nominated by the Board may attend meetings of the Committee as non-voting members. The PD secretary assists in preparing and attending (non-voting) committee meetings to record minutes, oversee pro-d funding, and organize pd events /activities.

The role of the committee is to plan and facilitate Professional Learning opportunities in the district. We seek to maintain a high standard of professionalism and relevance in our district so that teachers develop strong pedagogy and adaptive skills for the betterment of their practice and the learning experiences of their students.

The District Professional Development Committee encourages teachers to consider and adhere to the guidelines found in the PD Lens (from the BCTF) at the end of this handbook. The categories and criteria therein provide helpful parameters for selecting PD events for both the Committee and individual teachers.

Role of the Joint Committee:

a) **Budgeting and Fund Allocation:**

Each year the District Committee sets the budget based on the total amount of money generated through the Board and member contributions. The District Committee is responsible for:

- 1) Administering the PD fund
- 2) Funding District PD days
- 3) Funding LSAs
- 4) Managing personal PD accounts
- 5) Funding book clubs and study groups

b) **Planning, sourcing, and facilitating District PD events:**

Based on feedback from teachers, and the information the Chair receives from the PD reps, and following Ministry directives, the committee facilitates various PD events, including after schools sessions, whole day events, and seeks out in-district and out-of- district presenters for the benefit of our teachers.

The School Contact Person (Pro-D Rep)



Each school should elect or appoint a professional development representative.

The School Representative should try to do the following:

- 1) Be committed to PD in the school and convey the importance of PD to their colleagues.
 - Please ensure staff are aware of District protocols when planning for the October Provincial Pro D Day and the February District Pro D Day.If a teacher plans on being outside of their regular work location or out-of-district for a Pro D activity, they must go into the AMS and choose “Pro-D In District”, or “Pro-D Out of District” from the *Choose a Reason* drop down menu and then follow the prompts to share their plans.
- 2) Publicize workshops in the school in which other teachers are welcome to participate.
- 3) Be familiar with the funding procedures and online forms as well as policy around PD.
 - Please remind those returning to work or hired after September 30th to apply for Personal PD Funds within 30 days of returning/beginning work.
- 4) Attend PD Network Meetings and pass on PD information to colleagues.

Self-Directed Pro-D

There are many ways to grow professionally:

1. Participate in a Teacher Inquiry project, individually or in a group.
2. Attend a conference/workshop locally, regionally/provincially/regionally/ nationally/internationally.
3. Attend a workshop/conference or summer institute/course.
4. Becoming a facilitator, and give a workshop locally, regionally, or provincially.
5. Begin/continue university studies, either on-line or as a member of a cohort
6. Form/join teacher research groups.
7. Job-shadow in a related work situation
8. Actively participate in a professional organization/network
9. Mentor a teacher
10. Read professional literature.
11. Reflect, discuss and research with other professionals.
12. Share with colleagues what you found at a conference/workshop.
13. Watch professional videos, webinars, etc.
14. Work with a colleague to discuss, observe and critique a lesson/program (peer coaching)
15. Work with others to create and host an LSA group.

IF IT'S NOT LISTED ABOVE, PLEASE CONTACT THE PRO-D CHAIR: pd71@bctf.ca

For **Self-Directed Pro-D** put in AMS under Pro-D (in / out of district) to be approved by your admin.

October (Provincial) & February (District) Pro-D Day Protocols

Three scenarios to consider when planning for the Provincial October Pro D Day, the February District Pro-D Day and other pro-d days during the school year:

1. **Pro-D Regular School Location:** If a teacher is at their regular school location doing pro-d, they are at work already, so there is no need for an AMS entry to be completed by the teacher. The principal will know where they are. However, the teacher can let their principal know if they will be working outside of their regular classroom (in the library, another classroom, gym.)
2. **Pro-D In District:** If a teacher plans on being outside of their school/regular work location but is working/learning within the school district area of the Comox Valley (for example, going to another school, to a local place/business/museum doing a workshop, research, etc.) they must go into the AMS, choose Pro D In District from the *Choose a Reason* drop down menu, and indicate they will not be at their regular work location.

Please note:

If a teacher plans on being a part of the whole-district February pro-d day event, an AMS entry is not necessary. Please ensure your administrator approves your whereabouts on the pro-d day.

3. **Pro-D Out of District:** If a teacher plans on being out of the district for a pro-d activity, they must go into the AMS, choose Pro D Out of District from the *Choose A Reason* drop down menu, and record in the district's attendance system details for a pro-d event out of the district.

Doing so ensures 2 things:

- The Pro D Out of District AMS leave code is documentation for work liability reasons, and indicates the absence is for pro-d.
- The principal is made aware of the absence.

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.

Uses for Teacher Professional Development Funds

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.
 - Childcare costs when PD occurs on a non-working day of the teacher.
 - First Aid courses
 - Purchase of I.T. hardware:
 - Laptops, desktops, tablets, iPads, iPhones/smartphones (not plans), netbooks and pads-type devices, computer peripherals (printers, cables, mouse, webcam, etc.), maintenance /parts costs associated with I.T. computer repairs.
- ** Note: ensure to sign the I.T. Computer Purchase Agreement for payroll. ****

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

Not approved Pro-D purchases 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 or person, 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.**



SD71 Teacher Professional Development Reimbursement Form



Name: _____ Date: _____ School: _____
(Please print)

I am requesting reimbursement in the amount of \$ _____ for _____ and charged to my personal pro-d account. (Workshop, materials, tuition, books, memberships, conferences, etc.)

Describe how the requested funding will enhance your professional learning and/or development:

Make my cheque reimbursement by:

I will pick up at CDTA office (phone # _____)

School Inter-office mail School: _____

Please mail to my home address: _____

I.T./Computer Purchase (repaid through month end payroll – must sign below agreement box)

* The District assumes **no liability** for any device purchased with personal PD funds (this includes lost or stolen devices)

* The District **will not provide any IT support** in the form of software, additional hardware, maintenance, etc.

* Furthermore, the IT department will **not connect personal devices** to the School District server infrastructure until a BYOD protocol is in place AND there is assurance security will not be compromised.

* PD funds **may not be used** for any service plans (Zoom, Wi-Fi, licenses, iPhone/smart phone plans, warranty, etc.)

I.T. / Computer Pro-D Funds Purchase Agreement

Pro-d funds spent on any I.T. computer or device will be deemed as a taxable benefit - under Canada Revenue Agency guidelines and taxable at the appropriate rate as per the teacher's income. The taxable benefit will be included on their T4 slip. Taxes, CPP & EI will be deducted, and reimbursements will be at the end of the month payroll.

I, _____, acknowledge that I have read the above guidelines and agree to a 7.25 % CPP & EI coverage deduction off my Pro-D I.T. /computer reimbursement through SD71 payroll.

 **Teacher Signature** _____

** Please attach receipts

Approval PD Chair _____

Pro-D Travel and Expense Claim Form



Travel Expense Claim Teacher Pro-D



Name: _____ School: _____

PD Event: _____

**** For travel, include this form with Pro-D Reimbursement claim ****

Date	Description	Kilometres	Rate	\$ Amount
TRANSPORTATION				
	Vehicle: From/To: _____		0.72	-
	Vehicle: From/To: _____		0.72	-
	Vehicle: From/To: _____		0.72	-
	Taxi (attach receipts) _____			
	Ferry (attach receipts) _____			
	Air Travel (attach receipts) _____			
MEALS (as of May 2023)				
	Per Diem:	# of days		
	Breakfast - \$ 15			-
	Lunch - \$ 20			-
	Dinner - \$ 32			-
To claim meals, travel must:				
* Begin before 7 am on the date of departure to claim breakfast				
* Begin before 12pm on the date of departure to claim lunch				
* End after 6pm on the date of return to claim dinner				
	ACCOMODATIONS (attach receipts) _____			
Additional costs: parking, registration, fees, etc.				
	Other (attach receipts) _____			
	Other (attach receipts) _____			
	Other (attach receipts) _____			
* Include this amount on Pro-D Reimbursement Claim Form			Total:	\$ -

Updated May 2025



Teacher Pro-D Book Club Form



SD71 Professional Book Club Application Form

All Joint Pro-D funded Book Club books should be passed on to other teachers /colleagues, upon request, for shared ongoing professional learning within our district.

Date: _____

Title of the book: _____

Applicant / contact teacher for this group: _____

Purpose of this study group? (How will this study benefit your practice in the classroom?)

Names of participants: _____

Schools represented: _____

Approx. Cost per book: _____ Number of books: _____ Approx. Total: \$ _____

***Note: Ensure to have the Pro-D Chair's final approval before purchasing any books)**

Teacher (if applicable) to be reimbursed: _____

Send cheque to school location / home address: _____

or School P-Card to repay: _____

*** After you have been approved for your book club, you can purchase books and send a copy of receipts to the Teacher Pro-D office or email teacherprod@sd71.bc.ca**

Pro-D Chair Approval Signature

Please forward this form to the CDTA office for Pro-D through email: teacherprod@sd71.bc.ca
or through inter-school mail to the CDTA office Attention: Teacher Pro-D

Other Funds Available to You

All Pro-D funds forms can be found under “Teacher Pro-D” at the CDTA website

1-The Professional Learning Supplemental Fund (PLS Fund)

In order to fulfill our financial obligations to teachers’ personal professional development, the previous use of PLS funding to ‘top up’ pd accounts cannot be sustained. However, a reasonable budget for **PLS funding will be set up in the new school year to accommodate new teacher hires** within the district. New teacher hires in a contract, will qualify upon request, (with no carry-over pd funding) for prorated PLS funding, based on their FTE contract.

2-Professional Study Groups and Book Clubs

A minimum of \$1,000 is designated for this fund. One person in a shared interest group takes the lead in their book club and is responsible for purchasing the books for the group (personally or through their school Purchasing Card) and will get reimbursed. The lead person will complete the book club form, listing members in the group, the focus and purpose of the group, and approximately how much the book costs.

Send in the application for approval, and if approved, you can then send us the receipt of the book(s) purchased.

All Joint Pro-D funded Book Club books are encouraged to be shared with others for ongoing professional learning.

3-Local Specialist Association (LSA)

Each year the Joint PD committee sets aside \$250/group for Local Specialist Associations. These are groups of teachers who share a common interest, grade level or subject, who want to meet regularly to share information and strategies, collaborate on new ideas with the support of their colleagues.

The funds can be used to provide snacks for meetings, supplies, day-care, thank you gifts for presenters, or even an honorarium for a presenter with your LSA group.

Please contact teacherprod@sd71.bc.ca to create an LSA group. See the following page for information.

Starting a Local Specialist Association (LSA)



What is a Local Specialist Association? An LSA is a local chapter of a Provincial Specialist Association, such as the BCAMT (BC Association of Mathematics Teachers).

BCTF link for PSAs <https://bctf.ca/PSAs.aspx>

LSAs provide educators a supported model to connect and collaboratively grow their practice. While working and learning with local colleagues, you can be connected to a Provincial Specialist Association, educators around the province.

Funding is available to support LSAs, to help offset costs such as meeting resources, snacks, day care costs, presenter fees, supplies, honorariums, etc.

Steps toward setting up a Local Specialist Association (LSA)

Email teacherprod@sd71.bc.ca and provide the following information:

- Your LSA name/focus (for example - Library, Home Economics, Counsellors, etc.)
- A constitution/mission statement (a brief statement of goals for the LSA)
- A list of members/participant names for your proposed LSA
- Collect a small fee from each member to cover costs for supporting meetings.
(If/when your LSA runs out of collected funds, your LSA can access pro d funding.)

If you have further questions /seeking further information, email teacherprod@sd71.bc.ca.

Frequently Asked Questions & Answers

Participating in Teacher Professional Development:

Q#1: How many PD days are there and how many do I have to attend?

A: There are 4 Pro-D days a year in SD71:

1 - October Provincial Pro-D Day

2 - February District-wide Pro-D Day

3 & 4 – Summer Flex Pro-D Days: Full time teachers are required to complete 10 hours of Pro-D time before February 28th of each school year. Part time teachers will also be required to complete pro-d hours based on their FTE (e.g. . 0.5 FTE = 5 hours, 0.2 FTE = 2 hours Flex PD).

There are frequently other Pro-D events/workshops not associated with these designated days (dinner series, after school or weekend sessions) which are voluntary and may be counted towards your Flex pro-d hours.

Q#2: What are Pro-D Flex Days?

A: In order to have a 2-week Spring Break there are 2 ‘placeholder’ Flex pd days to remind teachers that they must complete their 10 hours of pro-d. Teachers may or may not participate in any Flex pro-d workshops as they see fit. The Pro-D Committee considers these hours to be self-directed pro-d.

These Flex pro-d hours can be completed at any time between July - February, outside of regular instruction hours (NOT on the designated October & February pro-d days which are already calculated in your FTE). See note below regarding part-time teachers’ responsibilities.

IMPORTANT:

October Provincial PD day and District February day are mandatory pro-d for attendance, regardless of your usual teaching days, as they are calculated into your FTE.

[Annual Professional Online Learning Plan](#)

Needs to be done only ONCE per school year. This informs your admin of your Flex Pro-D plans.

Q#3: How many hours of PD do I need to complete if I’m in a Part-Time teaching assignment?

A: Full time teachers in contract must attend 100% of all designated pro-d day (except Flex PD days). All teachers in part-time assignments must prorate their participation in designated pro-d days (Oct & Feb) based on their FTE contract.

Example 1: Teacher working 0.8 FTE of 5 hours (1 day) must participate for a minimum of 4 hours UNLESS their administrator approves another option.

Example 2: Teacher working 0.2 FTE of 5 hours (1 day) must participate for a minimum of 1 hour on the designated pro-d day UNLESS their administrator approves another option.

NOTE: Some administrators may approve you combining pro-d hours onto one day. Please confirm this with your administrator in advance of the designated pro-d day.

Q#4: What can I do for Self-Directed PD?

A: As an educator in SD71 there are a variety of pro-d activities to support your professional development.

Attendance at workshops/conferences, PSA/LSA activities, research with journals, books, audio, etc.
Visits to other classrooms/schools, Research/ Action research, Self-directed study, Training, Collaboration,
Unit planning, courses and training, program development developing assessment, evaluation,
Reporting tools research, although not for reporting itself.

Q#5: How do I get an LSA (Local Specialists Association) started in our district?

A: In order to provide educators a supported model to connect and collaboratively grow their practice, they can form an LSA in the beginning of the school year. Ask other educators to join your LSA group, then email teacherprod@sd71.bc.ca. Provide your LSA name and members list to set up your LSA annual funding.

SOME LSA EXAMPLES ARE:

Early Learning Teachers, Shop Teachers, Tech Teachers, Home Economics Teachers, Teacher Librarians, Educators for DL, Counsellors, Mathematics Teachers, etc. Essentially, a group of educators that wish to work together and learn with common goals, specialties and sharing ideas.

Each LSA gets \$250/year to cover costs for meetings, activities and other needs too promote your LSA needs. You may collect a membership fee (\$5 /\$10), to which you should use towards snacks, supplies, resources, etc. Once you'd run out of membership fees, you can access the \$250- for your LSA activities.

Teacher Pro-D Funding:

Q#6: How much PD money is put into my account each year?

A: Each year, 0.12% of the category 6 maximum step will be allocated to all in-contract teachers' salaries in proportion to their FTE in the form of personal professional development funding. All teachers in a full or part-time position as of September 30, of the current school year, will be entitled to receive this amount. Those teachers hired after September 30th will qualify for regular pro-d funds through the PLS "please" (Professional Learning Supplement) funding.

(Old model \$210 for 0.5 > FTE as of current Sept 30th year ~ \$210 total approx. 60% = \$125 each 0.5>)
(New → Cat 6 max \$ 109,520.- x 0.2% total FTE prev. year = \$219 total approx. 60% = **\$131 = 1.0 FTE**)

NOTE: Retirees have access to their funds until the day they retire, provided they use the funds in keeping with the policy guidelines.

Q#7: What can I spend my PD money on?

A.: Professional Development funds are to be used on activities that support your own professional learning.

Professional books, courses, webinars, online professional group subscriptions, workshops and conferences are all applicable. In addition, travel to and from conferences can also be reimbursed. Technology purchases that aid you in delivering instruction and communicating student learning are also acceptable.

ITEMS THAT ARE NOT APPROVED PRO-D ITEMS are:

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 or person, other than themselves.

Q#8: How much is in my PD account at this moment?

A: Email the PD Secretary at teacherprod@sd71.bc.ca and they will provide you with pro-d fund answers.

Q#9: What is the PLS fund and how do I access it?

A: A portion of the budget every year is set aside for the Professional Learning Supplemental Fund. (PLS aka “the Please Fund”). Previously used to top up teachers’ pd funding, it is now used only to support **new teacher district hires in a contract** who have no pd funds.

This funding is not available to TTOCs. New teachers in a continuing or temp posting for the current school year may apply for PLS funds. New teachers hired after Sept 30th may qualify for PLS funding, upon request, which will be pro-rated based on FTE for the school year.

Q#10: How do I get reimbursed for IT devices?

A: Send a PD reimbursement claim form with a copy of your receipts by email to teacherprod@sd71.bc.ca or forward a hardcopy to the CDTA office. Tech and I.T. pro-d reimbursements need the IT Device Computer Agreement signed for payroll. The PD Chair may approve the purchase and then the PD Secretary will forward to payroll for reimbursement at month end payroll.

Answer the question on the pd claim form, ‘how this technology will enhance your professional learning and / or development’, on the pro-d form to meet approval from the pro-d chair. Check box for reimbursement under IT /Computer purchase. Then forward to teacher pro-d with receipt copies for approval.

If your approved paperwork arrives after the cutoff period for payroll, it should be repaid the following end of month pay. Additional taxes, CPP & EI will be deducted (employer costs that you need to cover). The reimbursement will be on your end of month pay and will be shown on the earnings side of your paycheque.

Q#11: How do I get a Pro-D reimbursement?

A: After completion of your workshop or PD purchase, submit the “Personal PD Reimbursement” form with your receipts attached to the PD secretary by email (teacherprod@sd71.bc.ca) or through the school mail (hardcopy) to the CDTA office. A cheque will be sent to either your home address, your school or picked up.

Please note to answer the question on the pd claim form, ‘how pro-d activity or resource will enhance your professional learning and /or development’, on the fillable pro-d form, for approval from the pro-d chair.

Q#12: Which form do I use for a financial reimbursement of pro-d costs

A: Check the CDTA website for teacher pro-d forms <https://cdta71.ca/pro-d/>

- 1- Personal PD Reimbursement Form – for receipts i.e., PD books, workshops, supplies, IT purchases.
- 2- Travel & Expense Form – this is used for pro-d travel expenses i.e., meals, km, ferry, hotel rooms, etc.
- 3- Professional Study Groups / Book Clubs – used for study group/book clubs. First, submit application to teacherprod@sd71.bc.ca . Needs approval by the Pro-D chair as these funds are limited.

Q#13: What is the cost of a TOC for the day?

A: The cost of a TOC for the day can be from \$350.- to as high as \$470.- approximately.

The cost of any TOC coverage depends on whom you get to cover you as a TOC. **You must have enough pd funds to cover TOC costs if you plan on taking a leave of absence (LOA in the AMS) to attend a pro-d event.**

Q#14: What happens to my PD money when I retire or leave the district?

A: Retirees have access to their funds until the day they retire, provided they use the funds in keeping with the policy guidelines. Once retired, or leaving the district, the funds will roll back into the PD operating fund.

Q#15: Can I access my funds if I am on leave?

A: Being on-leave often provides individuals with opportunities to stay professionally current and to take on more extended PD opportunities (on-line course, or workshops requiring travel).

Members who are on personal/education/maternity/paternity* leaves can access and use their PD funds at their discretion at any time during their leave. These PD funds will be released in the usual way, with receipts provided and through communication with the Pro-D secretary.

*Please note: Full Medical leave is NOT considered eligible for using PD funds for liability reasons.

Annual Professional Learning Plan (PLP) forms:

Q#16: What is the Annual Professional Learning Plan (PLP) form and where do I find it?

A.: The PLP form is required by the district for teachers to be paid during spring break for their Flex PD hours.

The [Annual Professional Learning Plan \(PLP\)](#) is submitted online and needs to be forwarded to your supervisor.

Q#17: Why and when do I need to enter an AMS absence?

Pro-D In District: If a teacher plans on being outside of their school/regular work location but is working/learning within the school district area of the Comox Valley (for example, going to another school, to a local place/business/museum doing a workshop, research, etc.) Go into the AMS, choose “Pro D In District” from the *Choose a Reason* drop down menu, and indicate they will not be at their regular work location.

Please note: If a teacher plans on attending the district February PD day event, no AMS entry is necessary.

Pro-D Out of District: If a teacher plans on being out of the district for a pro-d activity, they must go into the AMS, choose Pro D Out of District from the *Choose A Reason* drop down menu, and record in the district’s attendance system details for a pro-d event out of the district.

Doing so ensures 2 things:

The Pro D Out of District AMS leave code is documentation for work liability reasons, and indicates the absence is for pro-d and it also ensures the principal is made aware of the absence.

Q#18: When do I go on the AMS to record an absence?

A: Anytime you are leaving the District on your workday you will need to record it on the AMS – even if you do not require a TOC. If you require a TOC and you are using your personal PD money, please ensure you have pro-d funds to cover your TOC costs and record the absence under Out-of-District PD. If it is on a PD Day, notify your principal and ensure you follow the Pro-D In-District or Out-of-District protocols.

THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

The Outer Ring: Necessary factors

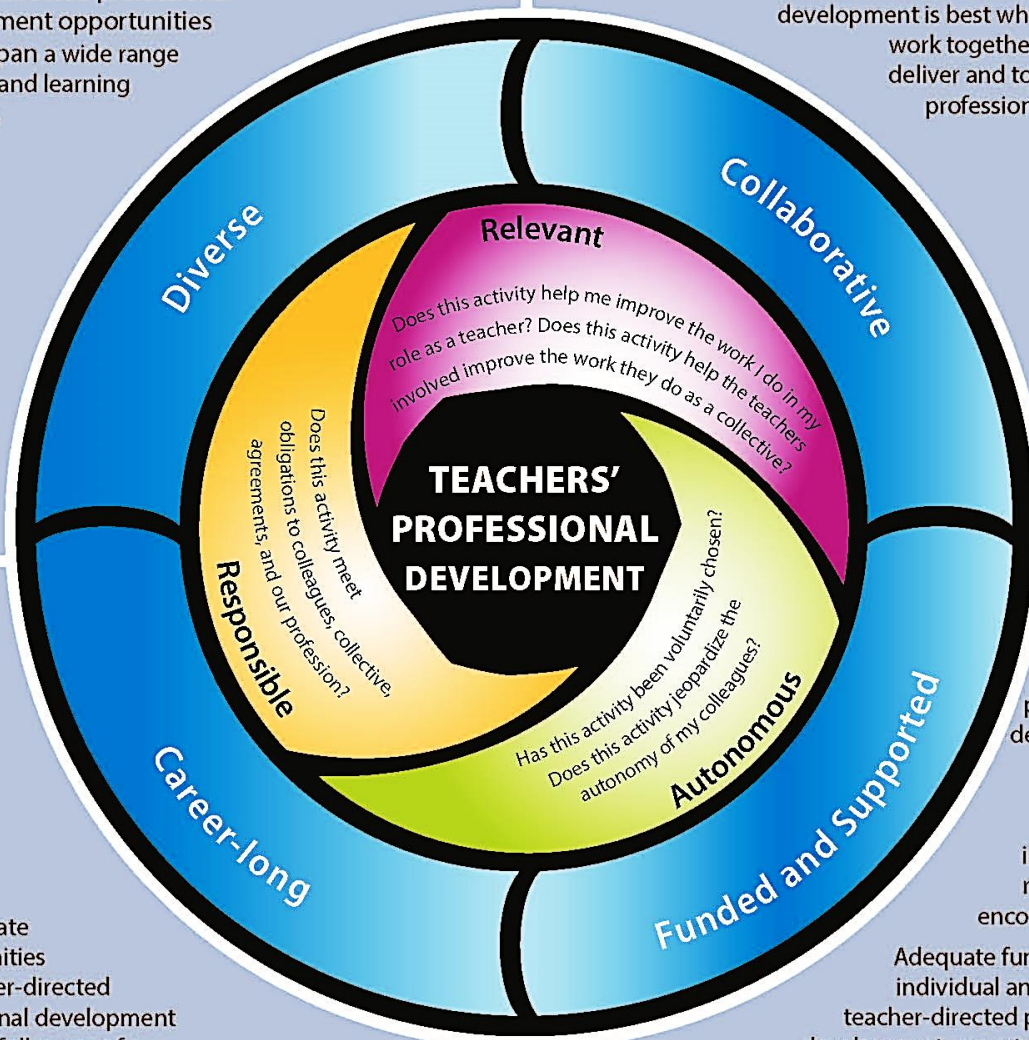
The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

Diverse

Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

Collaborative

Teacher-directed professional development is best when teachers work together to plan, to deliver and to share their professional learning.



Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

Career-long

Teacher-directed professional development must be supported with time, information, respect, and encouragement.

Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

Funded and Supported

THE PROFESSIONAL DEVELOPMENT LENS

At the centre of the lens are teachers and their learning, both as a collective and as individuals. The term “teachers’ professional development” is used to highlight its use both in thinking about individual PD and PD as a collective endeavor.

The Inner Ring: Key criteria

The inner ring consists of three factors that are necessary for an activity to be considered professional development. If any of the three are not present, then the activity should not be seen as professional development.

a. Relevant

Does this activity help me improve the work I do in my role as a teacher?
Does this activity help the teachers involved improve the work they do as a collective?

b. Autonomous

Has this activity been/voluntarily chosen?
Does this activity jeopardize the autonomy of my colleagues?

c. Responsible

Does this activity meet obligations to colleagues, collective agreements, and our profession?

The Outer Ring: Necessary factors

The factors in the outer ring are critical to the success of teacher-directed professional development as a collective endeavor. In turn, this collective work provides the necessary conditions for all teachers to be able to create their own rich tapestries of appropriate professional learning.

a. Funded and Supported

Teacher-directed professional development must be supported with time, information, respect, and encouragement.
Adequate funds for both individual and collective teacher-directed professional development opportunities must be available.

b. Career-long

Appropriate opportunities for teacher-directed professional development span the full range of a teacher’s career.

c. Diverse

Teacher-directed professional development opportunities should span a wide range of topics and learning methods.

d. Collaborative

Teacher-directed professional development is best when teachers work together to plan, to deliver, and to share their professional learning.



LA LENTILLE DU PERFECTIONNEMENT PROFESSIONNEL

Au centre de la lentille il y a les enseignants et leur apprentissage, à la fois en tant que collectif et en tant qu'individus. Le terme «perfectionnement professionnel des enseignants» est utilisé pour mettre en évidence son utilisation à la fois dans la réflexion sur le PP individuel et le PP en tant qu'entreprise collective.

Le cercle intérieur: les critères clés

Le cercle intérieur se compose de trois facteurs qui sont nécessaires pour qu'une activité soit considérée comme du perfectionnement professionnel. Si aucun des trois facteurs n'est rempli, alors l'activité ne devrait pas être considérée comme du perfectionnement professionnel.

Le cercle extérieur: facteurs nécessaires

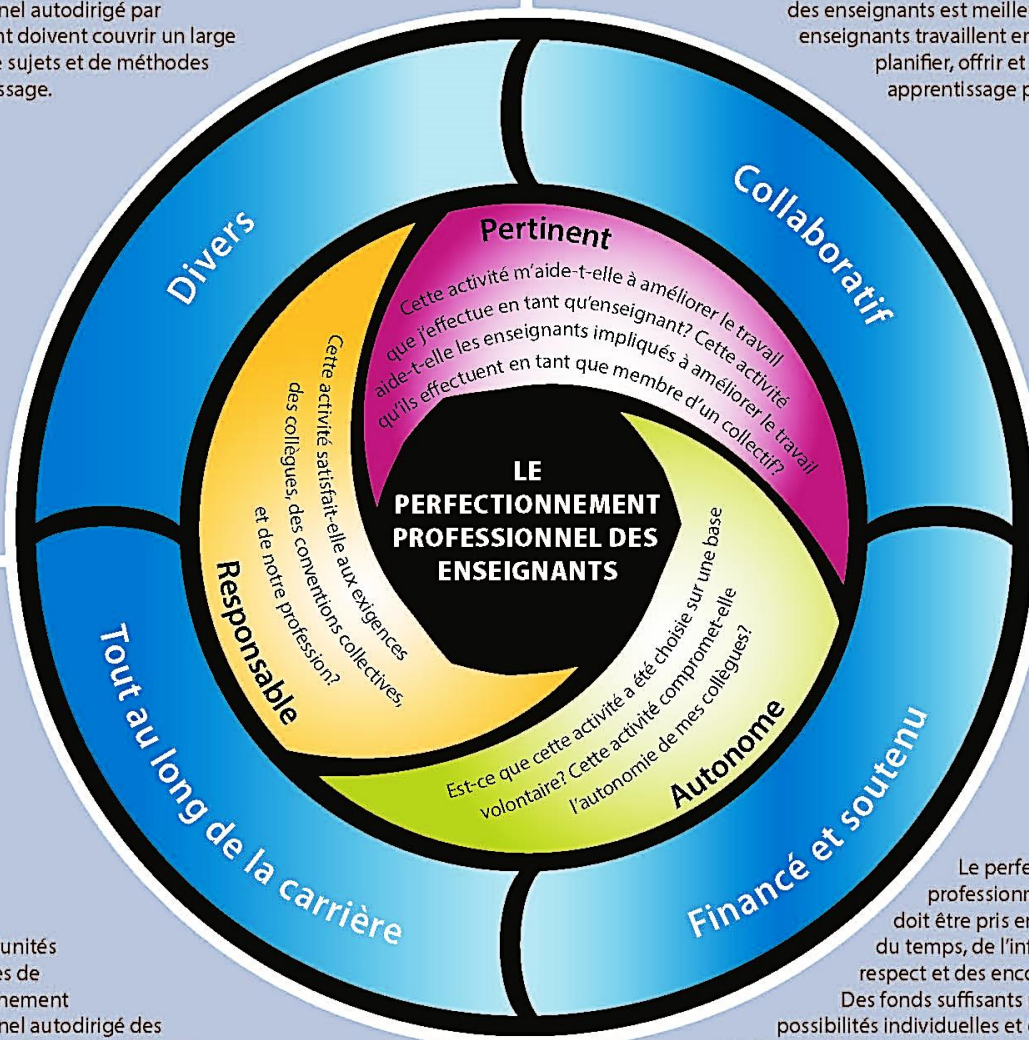
Les facteurs du cercle extérieur sont essentiels à la réussite du perfectionnement professionnel autodirigé par les enseignants en tant qu'entreprise collective. À son tour, ce travail collectif fournit les conditions nécessaires pour que tous les enseignants soient en mesure de créer leurs propres canevas constitués d'un apprentissage professionnel approprié.

Divers

Les possibilités de perfectionnement professionnel autodirigé par l'enseignant doivent couvrir un large éventail de sujets et de méthodes d'apprentissage.

Collaboratif

Le perfectionnement professionnel autodirigé des enseignants est meilleur lorsque les enseignants travaillent ensemble pour planifier, offrir et partager leur apprentissage professionnel.



Les opportunités appropriées de perfectionnement professionnel autodirigé des enseignants couvrent la gamme complète de la carrière d'un enseignant.

Tout au long de la carrière

Le perfectionnement professionnel autodirigé doit être pris en charge avec du temps, de l'information, du respect et des encouragements. Des fonds suffisants pour les deux possibilités individuelles et collectives de perfectionnement professionnel autodirigé des enseignants doivent être disponibles.

Financé et soutenu

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a. Pertinent

Cette activité m'aide-t-elle à améliorer le travail que j'effectue en tant qu'enseignant? Cette activité aide-t-elle les enseignants impliqués à améliorer le travail qu'ils effectuent en tant que membre d'un collectif?

b. Autonome

Est-ce que cette activité a été choisie sur une base volontaire? Cette activité compromet-elle l'autonomie de mes collègues?

c. Responsable

Cette activité satisfait-elle aux exigences des collègues, des conventions collectives, et de notre profession?

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