

# AP 136 – PROFESSIONAL DEVELOPMENT

## Background

The Division is committed to the development of its staff on an ongoing basis. The Director is authorized to develop and administer such programs as deemed necessary. The Division recognizes the value of maintaining a proactive, knowledgeable and innovative workforce. As such, the Division encourages and supports employees to pursue professional development activities to better fulfill their job assignments and improve the overall quality of their service to the students and to the Division. Employees are encouraged to share knowledge gained from professional development experiences.

## Procedures

1. School-based administrators have the primary responsibility for managing professional development within their school.
2. Each teacher, in consultation with their Principal, is to develop a professional growth plan that articulates their professional learning priorities. These priorities must align with both the learning improvement plan (LIP) of their school.
3. School-based administrators articulate staff development priorities at the school level in conjunction with the school learning improvement plan.
4. Application to attend professional development activities shall be completed using AP 136 FORM - Professional Development. This form must be signed by the applicant as well as their administrator/supervisor before submission via email to [pd@lccsd.ca](mailto:pd@lccsd.ca).
5. All staff professional development plans are subject to the approval of both the Principal/Supervisor and Director or designate responsible for the school.

## Personal Professional Development

Teachers may have funds in their personal professional development account through the transferring of earned days off (EDOs). Teachers are encouraged to discuss their personal professional development account balance with their Principal. Teachers may request the use of personal professional development funds to supplement the cost of teacher directed professional development activities. Application to use personal professional development funds is to be completed by using AP 136 FORM – Professional Development.