

## **SUPPORT STAFF DEVELOPMENT OPPORTUNITIES**

### **Background**

A critical factor in accomplishing the Division's mission and vision is a highly competent, skilled and committed staff. In this regard, the Division is committed to providing in-service education and professional development opportunities for staff to the extent that its resources permit.

### **Procedures**

1. The Superintendent is authorized to plan, develop and implement in-service and professional development activities for staff, in keeping with the Division's goals and objectives.
2. In-service education will be provided to staff to the extent of funding derived from:
  - 2.1 Central Learning Services budget allocations;
  - 2.2 School based budget allocations.
3. In-service activities shall be planned to include as many staff members as is possible and reasonable.
  - 3.1 Central Learning Services Leadership may engage representative members from various schools and positions to attend workshops.
  - 3.2 These individuals will then disperse the acquired skills and knowledge back to their peers within respective schools or the Division.
4. Local in-service programs and activities will be established by Central Learning Services Leadership and school administrators.
5. Each school and department shall develop internal professional development in-service activities to complement those of the Central Learning Services Leadership. In such cases the Supervisor shall endeavor to involve staff in activities applicable to their roles.
6. The Superintendent or designate may, from time to time, identify professional development activities which are external to the Division and either direct or approve individual(s) attendance or participation at such.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 196, 197, 204, 222, 225  
Employment Standards Code  
Collective Agreement