

**Kelsey School Division
Box 4700
The Pas, MB R9A 1R4**

Code: GCL

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

1. Professional development is intended to further enhance the teacher's ability to reach the educational goals set by Kelsey School Division and Manitoba Education. This could take the form of workshops, conferences, courses or in-services designed by the School Division or provincial authorities. Any activity which leads to an improvement in teaching, learning or curricula is included in this category.
2. The Kelsey School Division believes that professional development is an important and integral part of the education process and thus desires to encourage and facilitate the participation of Kelsey School Division personnel in professional development.
3. The School Division will assume a large part of the financial responsibility for professional development. Though the major portion of the costs will be borne by the School Division, financial or other support may be made to other agencies including:
 - a) Manitoba Education.
 - b) The Kelsey Teachers' Association.
 - c) The Manitoba Teachers' Society.
 - d) Federal or provincial agencies.
4. Professional development, while under the authorization and jurisdiction of the Superintendent, is to be utilized for three main purposes:
 - a) Objectives which support the main professional development goals of the School Division and its strategic plan.
 - b) Objectives which coordinate the defined professional development needs of a particular school and its teachers.
 - c) Individual teacher professional development objectives that enhance their skills, knowledge and teaching competency.
5. Professional development activities can be initiated by any of the School Division personnel such as individual teachers, school groups of teachers, separate discipline areas, the administration, and the School Division Professional Development Committee.
6. In addition, the non-teaching personnel may hold education development sessions or may be requested to conduct their education development in conjunction with that of the teaching staff.
7. Wherever possible, participants will be involved in the planning and execution of professional development programs. Professional development activities may involve university courses, bringing personnel in for in-service, making local resource personnel available, utilizing a school group in a subject area, and attendance at conferences, workshops, in-school sessions, or school division-wide sessions.
8. If a teacher requests to be excused from attending a specific professional development activity, the request must be made in writing at least one week prior to the activity, giving reasons and detailed alternate professional development plans for approval. An example would be when an in-service is out of town (e.g. annual Special Area Group Education conferences and a teacher is unable to attend for family reasons).