

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Professional Development and
Interschool Visitation

PER #45

Approved: November 2024

The Board's Expectations of Teachers Policy directs the Superintendent to ensure Christ The Redeemer (CTR) Catholic School Division has high quality teachers who have clearly defined expectations and find CTR Catholic to be a caring and supportive place to work.

CTR Catholic is dedicated to enhancing the teaching and learning process through responsive professional development opportunities for both new and experienced teachers. A key focus is on providing high-quality internal professional development that aligns with the division's mission, vision, and Catholic values. Teachers have access to in-house workshops, collaboration opportunities, and learning sessions that support the development of pedagogical knowledge and skills, ensuring optimal learning outcomes for all students.

Teachers also benefit from external professional development opportunities, including conferences, courses, and learning networks beyond the division. These experiences provide access to diverse perspectives, research-based practices, and innovative teaching strategies. This combination of internal and external professional development ensures that teachers are equipped with the tools and resources needed to excel in their roles.

Professional development at CTR Catholic is guided by the **CTR Teacher Quality Standard**, which integrates competencies from the Alberta Quality Standard and the Five Marks of an Excellent Catholic Teacher. This holistic approach to professional learning emphasizes Catholic values and supports excellence in teaching and learning.

1. Professional Development – Teachers

- 1.1 CTR Catholic shall provide to the Association Local \$200 per full-time equivalent teacher (FTE count as of September 30) per school year to enable it to financially support teachers wishing to pursue professional development activities related to their individual professional growth plan, provided that no individual teacher is absent from his/her teaching duties for more than one day per school year. Application to attend will be with the consent of the principal and granted if operational circumstances permit (but in any event, such absences shall not conflict with parent-teacher interviews or Faith Days)
- 1.2 Application to attend will be with the consent of the principal and granted if operational circumstances permit but shall not conflict with parent-teacher interviews or Faith Days, and funds are to be administered by the ATA local.
- 1.3 Staff must not use CTR Divisional Purchasing Card for any expenses related to this professional development.
- 1.4 Teachers have control over the disbursement of their ATA PD funds and shall not be required to use them to offset costs of mandated school / division-based staff development. Teachers may choose to direct their ATA PD funds towards optional divisional and school-based professional development opportunities.

- 1.5 Teachers require permission from the Superintendent for travel to international conferences. They may make their request by completing [this form](#).
- 1.6 **Booking A Substitute Teacher For ATA PD Days**
 - 1.6.1 Booking a substitute teacher for your ATA PD Day is done through the [Employee Information Portal](#). When entering this Absence, use **PROFESSIONAL DEVELOPMENT – ATA**. These days must be done in advance as they require approval from the principal.

2. Professional Development Fund – Principals

- 2.1 Upon approval of the Superintendent, principals will have access to \$500 per school year for professional development opportunities. Any unused portion of the \$500 not used during the first school year may be carried forward to the second school year, after which any remaining funds unused will expire.
- 2.2 After approval from the Superintendent, the Association Superintendent responsible for Corporate Services will provide GL Code information.
- 2.3 CTR purchasing cards must be used for these expenses.
- 2.4 Principals require permission from the Superintendent for travel to international conferences. They may make their request by completing [this form](#).

3. Professional Development Fund – Vice-Principals

- 3.1 Upon approval of the Superintendent, each vice-principal will have access to \$250 per school year for professional development opportunities. Any unused portion of the \$250 not used during the first school year may be carried forward to the second school year, after which any remaining funds unused will expire.
- 3.2 After approval from the Superintendent, the Association Superintendent responsible for Corporate Services will provide GL Code information.
- 3.3 CTR purchasing cards must be used for these expenses.
- 3.4 Vice - Principals require permission from the Superintendent for travel to international conferences. They may make their request by completing [this form](#).

4. School Based Professional Development Funds

- 4.1 A lump sum allocated to the school equivalent to \$100.00 per Teacher FTE
- 4.2 Use GL – 660-02-601-XX (Resources, Hospitality, Supplies)
- 4.3 Use GL – 660-02-600-XX (Books)
- 4.4 CTR purchasing cards must be used for these expenses.
- 4.5 Funds do not carry forward into the next school year.
- 4.6 With the involvement and influence of teachers and the Education Council, principals will use their discretion on how these funds are administered to meet the needs of students, staff and school. The total amount is pooled together to meet school needs. They are meant for Professional Development purposes, not resources require to be used with students. PD Funds may be used to meet the Professional Development needs of your school and cover the cost of items such as:
 - 4.6.1 Faith Retreat, First Aid Training, Mandt, Early Intervention Training, Food Safe
 - 4.6.2 School Based Professional Development or CLC: Resources / Supplies / Speakers / Books

5. Support Staff Professional Development

- 5.1 With the involvement and influence of support staff, learning support and the Education Council, principals will use their discretion on how these funds are administered to meet the needs of students, staff and school. They are meant for Professional Development purposes, not resources require to be used with students. The total amount is pooled together to meet school needs.
- 5.2 A lump sum allocated to the school equivalent to \$100.00 Per Support Staff (Educational Assistants, Librarians, Administrative Assistants, Family Liaison Workers, Receptionists)

- 5.3 Use GL 660-03-601-XX
- 5.4 CTR purchasing cards must be used for these expenses.
- 5.5 Funds do not carry forward into the next school year

6. Interschool Visitations

- 6.1 CTR is committed to supporting teachers who are seeking professional development to further their own teaching practice. We also value the expertise developed within our organization and the fostering of leadership skills through mentorship opportunities. Interschool visitations are one-way principals can respond to new and experienced teacher learning needs when they are limited to mentorship possibilities within their own schools. All costs come from the school-based budgets.
- 6.2 **The purpose of an interschool visitation is to:**
 - 6.2.1 build teacher efficacy by providing the opportunity to witness master teaching strategies and best practices in action;
 - 6.2.2 collaborate with other teachers to build personal and collective professional capacities and expertise (TQS);
 - 6.2.3 building capacity to support student success in inclusive, welcoming, caring, respectful and safe learning environments (TQS);
 - 6.2.4 benefit the needs of the school and ultimately, the needs of the students.
- 6.2.5 **Guidelines To Set Up Interschool Visitations**
 - 6.2.5.1 The teacher or principal identifies a need for an interschool visit.
 - 6.2.5.2 The teacher must discuss request for visit with the principal who has the discretion to determine whether or not the support can be offered within the school.
 - 6.2.5.3 The interschool visit will be approved between both principals to best meet the needs of the teacher and the school.
 - 6.2.5.4 Priority will be given to specialty subjects or isolated programs that are not offered at the school or within CTR Catholic.
 - 6.2.5.5 Substitute Teacher, mileage, and meal costs come from school site-based budgets:
 - 6.2.5.6 The teacher will complete Teacher Absence Form – Professional Development and indicate Inter School Visitation
 - 6.2.5.7 Mileage and meals will be completed through Spend Dynamics (660-02-693-xx)