



BOARD POLICY MANUAL	
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Policy Section School	Identification SCH-1031

PROFESSIONAL ADVANCEMENT AND DEVELOPMENT

POLICY SUMMARY:

Teachers recognize the obligation they have to the Society to remain professionally competent. They recognize that education is a field that experiences constant innovation and change and therefore take upon themselves the responsibility to engage in regular professional development. Such professional development may take the form of personal reading and study, school-based professional development programs, workshops or Continuing Education Units sponsored by professional organizations, participation in production-oriented workshops such as Edifide writing workshops, and formal course work at Christian or secular universities.

Recognizing that the responsibility for professional development lies with the teacher, the Society requires all teachers to successfully complete a minimum of one course (90 instructional hours) or professional advancement and development activities equaling 15 units (as outlined in the policy expectations) every three-year period. These expectations are in addition to the usual closing days in June, the preparation days required before the September opening date, all school PD days and all program and convention days held during regular school days. All professional development activities used to meet these requirements are approved by the administrative team, which includes the principal.

The administrative team, in the course of their regular supervision of teachers, may recommend an academic course or workshop, or any other avenue of professional development. This recommendation will be discussed with the teacher who will be provided with clear, written documentation supporting this recommendation. The teacher will comply with the recommendation within his/her next contract period. A teacher may challenge this decision using the dispute resolution procedures if there is a disagreement.

The Society encourages professional development and will reimburse teachers for the cost of the professional development activity including materials purchased upon successful completion of the activity as outlined in *Schedule A: Employment Benefits*. Teachers who wish to be reimbursed for their professional development will submit their request in writing to the administrative team one month prior to the commencement of the activity. Approval for reimbursement of the professional development request will be determined by the direct value received by the school in improving classroom performance and curriculum. Also, the availability of funds, the amount used by a particular teacher over the past three years, and the number of requests from staff will factor in the determination. On approval, a teacher will be reimbursed after the successful completion of the activity providing official documentation demonstrating a passing grade or a record/certificate of successful completion if applicable. Reimbursement of expenses is at the discretion of the administrative team from the funds designated for that purpose.

The administrative team shall keep an accurate record of the professional development of all staff members and will update their current professional development status annually.

POLICY EXPECTATIONS:

The professional advancement and development expectations of the teaching staff at Trinity Christian School are outlined below:

1. Full time teachers shall successfully complete a minimum of one course every three calendar years for professional development credit, beginning with that teacher's first year of service for the board, as hereinafter set out. Part time teachers are required to complete the requirements that are equivalent to their contract status.
2. All teachers will maintain a professional growth portfolio. The portfolio will follow the electronic template entitled, "*Professional Growth Portfolio*."
3. A course is defined as a university level course of 90 instructional hours or 15 units.
 - a. The course may be completed locally or elsewhere provided it is completed at least one week prior to commencement of classes.
 - b. Courses may be of varying types provided there is benefit to the teacher and the school and, further, provided that emphasis shall remain on curriculum and professional development.
 - c. The course must be approved for credit by the administrative team, including the Principal, in order for professional development funds to be allocated towards the teacher's tuition costs.
 - d. Trinity Christian School (TCS) shall pay 100% of the costs of tuition for approved courses taken by the teacher, including materials purchased (*Schedule A: Employment Benefits*).
 - e. Requests for approval of summer courses must be submitted to the administrative team using the form entitled "*TCS Professional Development Report & Reimbursement Request*".
 - f. The teacher shall have no course obligations during the summer following the termination of his/her employment with the school.
 - g. A beginning or first time teacher with Trinity Christian School shall be entitled to apply for and be reimbursed for a course taken during the summer immediately preceding his/her commencement of employment with TCS.
 - h. TCS shall not be obligated to pay 100% of tuition costs to or on behalf of a teacher when that course credit will move a teacher to a higher salary category in the following contract year.

4. The teacher may substitute the one course requirement with a variety of professional development activities and thereby earn the required 15 units*. The following listing covers most professional development opportunities:

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| a. Curriculum Writing | 5 Units per week |
| Curriculum writing must be done under the supervision of either an Edifide staff member or the board administrator appointed to this task. Editor of an Edifide unit will receive a credit of 5 units in addition to the regular credit for the project. | |
| b. Attending a conference or an all-day workshop | 1 Unit per day |
| <i>Please note: Conferences and workshops on designated PD days do not qualify.</i> | |
| c. Presenting / facilitating at an approved program day (e.g. Edifide PD day). | 1 Unit |
| d. Presenting / leading a workshop at a district PD day | 1 Unit |
| e. Serving on an educational board (e.g. Edifide, OACS, OCSAA) | 2 Units per year |
| f. Serving on an educational committee (e.g. Edifide, OACS, OCSAA) | 1 Unit per year |
| g. Writing an educational article for a journal or magazine | 1 Unit |
| h. Leading a book discussion for staff meetings or at a workshop | 1 Unit per year |
| i. Mentoring a colleague | 5 Units |
| j. Supervising a student teacher | 5 Units |
| k. Serving as a Divisional Lead Teacher | 1 Unit per year |
| l. Changing teaching assignments (e.g. change grade) | 1 Unit per year |

* Any extra units completed over the required 15 will not be carried over to the next three year cycle.

5. It will be the teacher's responsibility to have the duration of the professional activity verified by the organization providing this service or presentation opportunity.
6. Credit for a leave of absence for professional growth (up to one year), will be equivalent to one full year university course or 15 Units.
7. A teacher may be required to submit to the principal, a summary report (1-2 pages) of any professional development activity, if this activity is being requested for consideration for professional development credit. The teacher may be invited to share these insights with his/her colleagues.