



Professional Development Handbook

Revised – June, 2023

Acknowledgements

On behalf of the Yk #1 Professional Development Committee, I would like to thank the committee members for their work in updating this handbook. The members of the committee are listed below and each made a valuable contribution to support and promote professional development for the staff, and ultimately for the learning of the students of our district.

Dana Merrigan
Jodi Lee-Lewis

I recognize the collaborative efforts of Dana Merrigan and Jodi Lee-Lewis, for their contributions to the June 2023 version of the PD Handbook.

Rachell Simmons
Chairperson
Yk #1 Professional Development Committee

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A. INTRODUCTION

Purpose of this Handbook

Professional development is important to the success of students in Yellowknife Education District No. 1. In addition, there are many aspects to professional development in the district making this a fairly complex topic. These aspects include several committee structures, large funding levels administered by different groups, specific references to the collective agreement, and changing needs and priorities of educational staff. This handbook attempts to provide, under a single cover, all the relevant professional development information that might be needed by staff in providing the best possible educational services to our students.

The Importance of Professional Development in Yellowknife Education District No. 1

The teaching profession faces many pressures and forces in today's world. Parents, community members, and the general public increasingly focus upon issues of accountability and have high and growing expectations for students, teachers, and administrators. In such a climate, all educators, both professional and para-professional, must continually improve their skills and knowledge in order to provide the highest quality service to students and to the community. Yellowknife Education District No.1's response is a strong professional development program and educators who continually seek to grow, develop, and model an attitude of lifelong learning.

Yellowknife Education District No.1 requires, by policy, that all staff be regularly evaluated relative to their stated roles and responsibilities. A variety of approaches are available for this purpose, including opportunities for self evaluation, peer evaluation, professional growth plans, and the application of summative instruments such as Teacher Growth & Evaluation and Support Assistant Competency Profile . Professional development and staff training can support all forms of staff evaluation, both formative and summative, and staff are encouraged to relate their professional development plans to their evaluations.

The collective agreement between Yellowknife Education District No. 1 and the NWTTA places a high profile upon professional development in **Article 21 (see page 35 of the collective agreement)**. This article outlines the definition of professional development, funding levels, and administration of funds.

B. Yk #1 PROFESSIONAL DEVELOPMENT COMMITTEE

Mandate

The Chairperson of the Committee must keep a financial spreadsheet of all activities that were supported by the Professional Development fund during the school year. A summative financial report may be reviewed by the Director of Corporate Services for Yk #1 in the autumn of the following year.

Membership

The Professional Development Committee is comprised of three (3) to four (4) Yk#1 NWTTA members. The members of the Committee will assign a Chairperson. Three (3) of the members, one (1) of which will be the Chairperson, will have signing authority for the Committee's bank account. In the event of a resignation from the Committee, a request for a replacement will be sent to our Local's President, who, will forward the request to all Yk#1 schools via their Local Receiving Officer (LRO). Should there be more interest than the number of replacement members needed an election will be held.

C. Yk #1 NWTTA PROFESSIONAL DEVELOPMENT GUIDELINES

General Guidelines

All professional development activities must be relevant to a teaching or teaching assistant position.

At the beginning of each school year, the PD Committee will allocate to each member a set amount based on the number of NWTTA members and communicate this allotment amount to each school via the local returning officer (LRO). The allotment can be accrued to a maximum of \$3 000.00 while the member is employed with Yk #1. Unused portions of the individual allotments will remain in the account of the professional development committee.

(PD monies allotted by contract) – (summer & winter course allotment) – (sub cost allotment)
(the number of Yk #1 NWTTA employees*)

All requests for financial assistance must be submitted on the proper forms dated June 2023.

To be eligible for professional development assistance, a teacher/assistant/administrator must be contributing by paying NWTTA dues and be currently employed on contract by Yellowknife Education District #1.

If a teacher/assistant/administrator applies for funding for an activity and is receiving some funding for that activity from another source, then the level of funding supplied by the professional development fund may be reduced by the amount of alternate funding.

*Any teacher/assistant/administrator working at either Kaw Tay Whee or K'alemi Dene DEA runned schools is not eligible for this funding. Employees at both KTW and KDS schools receive separate funding for PD purposes not made available to any other Yellowknife Education District #1 employee.

Workshops, Conferences and Seminars

Any active Union due paying Yk #1 NWTTA member planning to attend a conference or workshop, at any time during the school year, should apply to their Principal for leave. The application package sent to the PD Committee Chair must include the Professional Development Fund Application Form (see page 10) and all information requested on said form. Upon return from the PD session all receipts must be sent to the PD Committee Chair for reimbursement. No alcohol purchased will be reimbursed.

The committee may set-up a fund to cover the cost of a certain number of substitute teacher days, presently, it covers **2 calendar days**. This fund is intended to encourage administrators, teachers and education assistants to attend out-of-town professional development opportunities. No sub costs will be paid for any employee not requiring a substitute because they are not directly assigned to a class or to a course.

NOTE - Reimbursement cheques will not be issued until sub costs have been invoiced and paid. Anyone less than 1.0 FTE will **only** be covered for each calendar day absent from work to a maximum of 2 days. The sub costs will not be covered for 4 days absence if they are .5 FTE.

Resources

With the Professional Development Committee's ***prior approval***, each active Union due paying NWTTA member's personal PD fund can be accessed to purchase ***professional reading resources only***. A maximum of 20% of the amount in the member's account at the time of application will be permitted to be used to cover the cost of professional reading resources. The completed Resource Application Form (see page 11) including receipts supporting the request for reimbursement, must be submitted to the Chairperson of the PD Committee by March 31st of the school year in which the purchases were made.

Post Secondary Credit Courses (Summer and School Year Credit Courses)

Financial assistance for post-secondary credits or courses is subject to course approval by the Professional Development Committee. Members must apply prior to completing the course and must submit an Application for Reimbursement of Post-Secondary Credit Course Form (see page 12).

Reimbursement payments will be made after the Professional Development Committee Chair receives evidence of successful completion of the approved course and receipts of payment for said course. These support documents must be submitted prior to the next application in-take date, that is, prior to October 31st, February 28th, or the first Friday in June.

Please note that the PD Committee will cover the cost of the course (see schedule below). Transportation, textbooks and other costs will be the responsibility of the applicant, who may choose to use their personal PD funds to cover these other expenses.

The course must be job or role related. Applicants must be an active Union dues paying member currently employed and working for Yk #1 as an administrator, teacher or education assistant to receive funding for the courses. School year course reimbursement Summer course applicants will be prioritized based on the date the application was received. Any courses that begin after June 1st will be considered a summer course and be subject to summer course guidelines.

~~ **School Year Payment Schedule:** Registration Fees to a maximum of \$800 per credit course (to a maximum of \$1600 per school year September to June).

~~ **Summer Payment Schedule:** Registration Fees to a maximum of \$800 per credit course (to a maximum of \$1600 per school year June to August).

~~ **Application Deadlines for School Year Funding:** There are 2 application deadlines for the School Year funding. This ensures equal opportunity to receive funding for School Year courses. The first application deadline is **October 31st** of every year. The second application deadline is **February 28th** of every year.

~~ **Application Deadline for Summer Funding:** On or before the first Friday in June.

D. FORMS

Professional Development Fund Application Form – Page 10

Professional Development Resources Application – Page 11

Application for Reimbursement of Post-Secondary Credit Course – Page 12

**Yk #1 NWTTA Professional Development Fund
Application Form**

Name: _____ School: _____

Activity Name/Topic: _____

Location: _____ Date: _____

Description of Activity (attach copy if available): _____

Explain the relevance of this activity to your professional development, or your employment:

Have you applied for, or are you receiving funding for this activity from any other source? If yes, please give details:

Estimate of expenses:

| | |
|---------------------------|---|
| Transportation: | \$ _____ |
| Meals & Accommodation: | \$ _____ |
| Registration Fees: | \$ _____ |
| Resources (professional): | \$ _____ |
| Substitute Fees: | _____ (# of days BEYOND the 2 day allotment) |
| Total | \$ _____ |

Date: _____ Signature: _____

**PLEASE SUBMIT COMPLETED FORM and SUPPORT DOCUMENTS TO Yk#1
NWTTA PD CHAIRPERSON**

Yk #1 NWTTA Professional Development Resource Application Form

Name: _____ School: _____ Date: _____

Description of Resources (attach copy if available): _____

Explain the relevance of the resources to professional development.

Have you applied for, or are you receiving funding for this resource from any other source? If yes, please provide details:

| QUANTITY | RESOURCE NAME | COST |
|----------|---------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | TOTAL: | |

Date: _____

Signature: _____

PLEASE SUBMIT COMPLETED FORM TO Yk#1 NWTTA PD CHAIRPERSON

**Yk #1 NWTTA Application for Reimbursement of
Post-Secondary Credit Course**

Name: _____ School: _____

Post Secondary Credit Course information: School Year _____ Summer _____

| Topic/Course Name | Cost of Course | Date Taken |
|-------------------|----------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Have you applied for, or are you receiving funding for this activity from any other source. If yes, please provide details: _____

Description of program (please attach copy if available): _____

Explain the relevance of this activity to your professional development, or your employment:

Date: _____ Signature: _____

The completed form is to be submitted to the PD Committee Chair PRIOR to the application deadlines of October 31st, February 28th, or the first Friday in June.