

Professional Development Handbook

Revised – June, 2018

Acknowledgements

On behalf of the Yk #1 Professional Development Committee, I would like to thank 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 the students of our district.

Roger Windle
Blake Wile
David Rankine

I would also like to thank the Assistant Superintendent, Mel Pardy, for his support and input towards the creation of this document.

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 service 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.

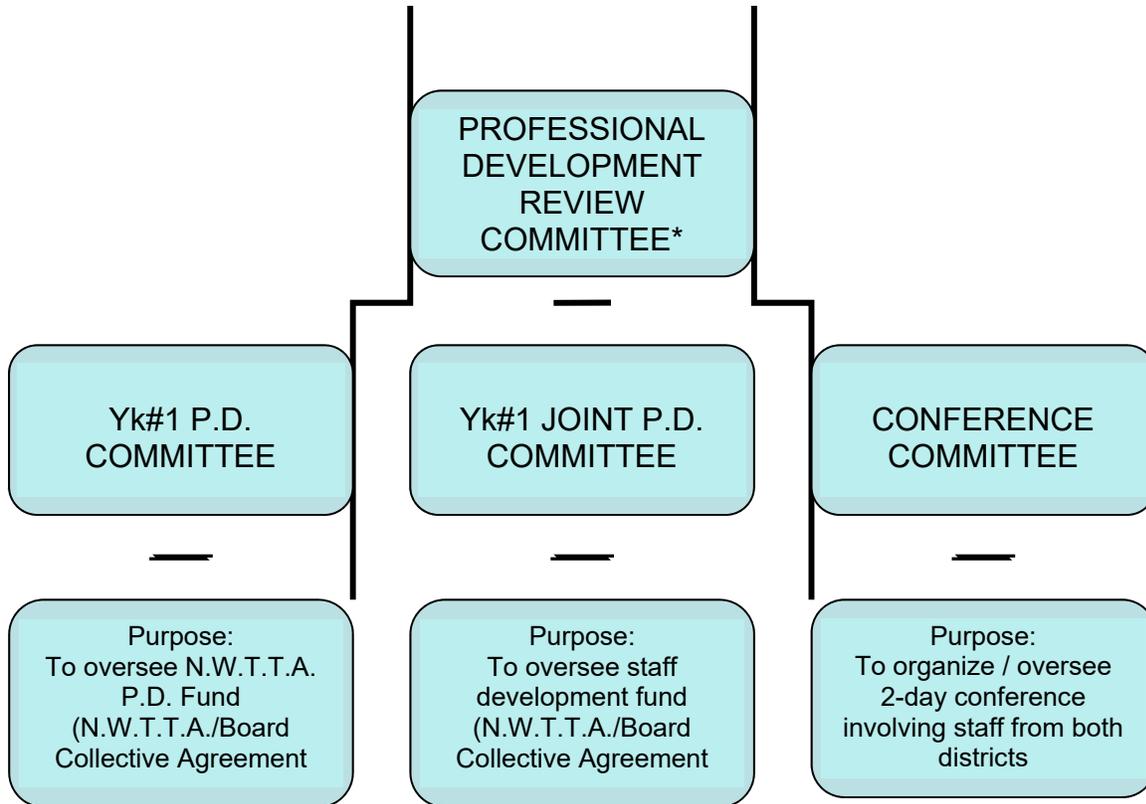
Yellowknife Education District No.1 requires, by policy, that all staff be regularly evaluated relative to their stated roles and responsibilities. A variety of approaches are available for this purpose, including opportunities for self evaluation, peer evaluation, professional growth plans, and the application of summative instruments such as the Instrument for Observation of Teaching Activities. Professional development and staff training can support all forms of staff evaluation, both formative and summative, and staff is 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 22 (see page 20). This article outlines the definition of professional development, funding levels, and administration of funds.

All Yellowknife Education District No. 1 staff is expected to attend the appropriate professional development events organized and scheduled during the year. Any exceptions to this expectation are to be approved by the Assistant Superintendent or his/her designate.

B. ORGANIZATION OF PROFESSIONAL DEVELOPMENT IN YELLOWKNIFE EDUCATION DISTRICT #1

Model



***Should a situation arise requiring another opinion to approve professional development requests, the assistant superintendent shall convene the review committee. The members of this committee will be the assistant superintendent, two members of the Yk #1 Professional Development Committee and a designated Board Member.**

School to School Initiatives

When an initiative is school related/financed, schools should feel free to invite, share and collaborate with other schools, both within and among the districts. All arrangements and details can be worked out between the administrators at each school involved. School administrators should keep their senior district administration informed on a regular basis as to their professional development activities.

Protocol between Yellowknife Education District #1 and Yellowknife Catholic Schools

Both districts are committed to professional development for their staff and see merit in the possibilities to share and collaborate on professional development activities.

An attempt may be made to coordinate professional development activities with other school districts in order to share expenses.

District to District Initiatives

When an initiative, including acquisition of curriculum resources, is district driven/financed, all dialogue should be directed through the Assistant Superintendent or his/her designate. Administrators should not be contacting school district administration of the other district without first making contact with their own senior administration. Often times there are situations and previous arrangements of which an individual school may not be aware. Once given the go ahead, school level administrators can enter into discussions and negotiations with consultants and administrators from other districts in regards to matters of district level professional development.

District senior administration will endeavour to evaluate and assess the effectiveness of collaborative professional development activities on a regular basis.

* This particular section is under review and is subject to change.*

C. Yk #1 PROFESSIONAL DEVELOPMENT COMMITTEE

Mandate

The Committee shall prepare a financial report of all activities that were supported by the Professional Development fund during the school year. This report will be submitted to the Director of Corporate Services for Yk #1 in the autumn of the following year.

Each spring, all staff will be surveyed by the Yk #1 Professional Development Committee (see page 17) in order to identify needs, set priorities and help draft a professional development plan for the following school year. This survey is conducted by the P.D. Committee in cooperation with the Assistant Superintendent.

Each school is encouraged to form a P.D. committee to develop its own goals, objectives and action plans for the year. The school-based P.D. committee is encouraged to make recommendations for professional development activities during S.I.P. days (School Improvement Days), school-based P.D. days and early-dismissal days.

Membership

The Yk #1 professional development committee will be comprised of three to four NWTTA members. In the event of a resignation from this committee, a new member shall be elected.

D. 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 P.D. committee will allocate to each member a set amount based on the number of N.W.T.T.A. members and communicate this allotment amount to each school via the local returning officer (L.R.O.). The allotment can be accrued to a maximum of \$4 000.00 while the member is employed with Yk #1. Unused portions of the individual allotments will remain in the account of the professional development committee.

(P.D. monies allotted by contract) – (summer & winter course allotment) – (sub cost allotment)
(the number of Yk #1 N.W.T.T.A. employees*)

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

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 who is working at either Kaw Tay Whee or K'Alemi Dene Schools is not eligible for this funding. Employees at both those schools receive separate funding for PD purposes not made available to any other Yellowknife Education District #1 employee.

Workshops, Conferences and Seminars

Any Yk #1 N.W.T.T.A. member planning to attend a conference or workshop, at any time during the school year, should apply to his/her Principal. The application package must contain a description of the professional development activity, a Professional Development Fund Application Form (see page 8) and the Professional Development Leave Form (see page 11). The Principal shall approve any professional development leave provided that the member's absence will not compromise the delivery of the school's program. Upon approval, all forms will be forwarded to the chair of the Professional Development Committee.

The committee may set-up a fund to cover the cost of a certain number of substitute teacher days, to a maximum of 3. This fund is intended to encourage teachers to attend out-of-town professional development opportunities. No sub costs will be paid for any employee not requiring a substitute.

Resources

With the Professional Development Committee's prior approval, each N.W.T.T.A. member's personal P.D. fund can be accessed to purchase **Professional Reading Resources only**. Page 9 from this handbook must be completed and submitted to the Chairperson of the PD Committee.

Post Secondary Credit Courses (Summer and Winter 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 the Application for Reimbursement of Post-Secondary Credit Course Form (see page 10).

Payment will be made upon submission to the Professional Development Committee, of evidence of successful completion of the approved course and receipt of payment for fees.

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

The course must be job or role related. Applicants must be currently employed and working in Yk #1 as an administrator, teacher or teaching assistant to receive funding for the courses. Summer course applicants will be prioritized based on the date the application was received. Any courses that begin after June 1st will be considered part of the summer course application process.

Winter Payment Schedule: Registration Fees to a maximum of \$750 per credit course (to a maximum amount of \$1500 per school year September to June).

Summer Payment Schedule: Registration Fees to a maximum of \$750 per credit course (to a maximum amount of \$1500 per school year June to August).

Application Deadline for winter funding: There are 2 application deadlines for the winter funding. This ensures equal opportunity to receive funding for winter courses.

First application deadline is **October 31st** of every year.

Second application deadline is **February 28th** of every year.

Application Deadline for summer funding: On or before the first Friday in June

E. FORMS

Professional Development Fund Application Form – Page 11

Professional Development Resources Application – Page 12

Application for Reimbursement of Post-Secondary Credit Course – Page 13

**Yk #1 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 X sub. cost/day BEYOND 3 days allotted)
Total	\$ _____

Date: _____ Signature: _____

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

Name: _____ School: _____

Course Information:

Post Secondary Credit Courses Summer _____ Winter _____

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 Chair of the P.D. Committee PRIOR to the application deadlines of October 31st or February 28th for winter courses or by the first Friday in June for summer courses.

F. JOINT BOARD / NWTTA PROFESSIONAL DEVELOPMENT FUND

Preamble

The Joint Professional Development Fund was established in 1993 to provide a pool of professional development resources that could be used specifically to further district priorities for staff development.

In reviewing applications, the Committee will apply the following criteria:

- first priority is given to proposals which address district-wide priorities; and
- second priority is given to proposals which address school-based priorities.

No applications intended to further personal professional development will be considered.

District-wide priorities are established through the Board Strategic Plan and may be updated annually. The School Board can approve additional priorities upon the recommendation of the Superintendent or his/her designate, based on consultation with Administrators.

School-based priorities are established for each academic year by principals, in consultation with school staff. District priorities are found in the Board's Strategic Plan.

Membership

The Committee is comprised of one member representing the School Trustees, the Assistant Superintendent or his/her designate and the Chairperson + 1 other member of the Yk #1 P.D. committee.

Funding Allocation

The fund will be allocated as follows:

- a minimum of 50% of available funds will be earmarked for proposals for in-service of all district staff developed jointly by district administrators, to address district priorities;
- up to 25% of the funds will be allocated for proposals from individual schools for professional development initiatives which address school priorities; and
- up to 25% of the funds will be available for individual staff applications for professional development initiatives which address district or school priorities.

The Committee may decide to allocate more than 50% of the available funds to district-wide in-service initiatives upon the joint recommendation of the administrators.

Application and Review Procedures

Applications to the Joint Professional Committee can be made by individual staff, by principals on behalf of the individual schools, or jointly by administrators on behalf of the entire district.

- Individual staff applications should be submitted to the Committee through Principals. Principals do not have the authority to approve or veto the application, but can make recommendations to the Committee, including confirming whether the application addresses an established school priority.
- School-based applications should be submitted by the Principal to the Assistant Superintendent or designate. The Assistant Superintendent or designate does not have the authority to approve or veto the applications, but can make recommendations to the Committee, including confirming the application addresses an established District priority.
- The Assistant Superintendent or designate will bring to the Committee any district-wide in-service recommendations developed by administrators.

Timing of Applications

The Committee will consider applications twice in each academic year. There will be two deadlines for applications: October 1st and May 15th.

The Committee will meet within a week of each deadline to review applications. In general, half of the available funds will be dispersed at each sitting of the Committee. However, administrators may wish to submit applications to access the entire 50% allocated for district-wide in-service in September / October. The Committee will consider such applications.

Any fund not allocated after the second sitting of the Committee will be rolled over into the following year's allocations.

All Committee decisions are final.

Joint Professional Development Proposal Application Form

Joint Professional Development Proposal Application Form

**Proposal Outline
Not to exceed one page in length**

1. Objectives of Program
2. Program (design – small group, workshop, etc.)
3. Benefits: Who benefits or attends? How many?
4. Program Requirements (summary)
 - a. Budget for this event/include source(s) of other funding, sub teacher costs, etc.
 - b. Facilities, etc.
 - c. Substitute teachers?
5. Implementation Plans
 - a. Notification deadlines?
 - b. Deadlines for deposit?
 - c. Date(s) of event
 - d. Follow-up?
6. Evaluation (How will it be evaluated?)
7. Pre and Post Communication to Stakeholders (How will this be done?)
8. Specific Request: (Exactly what \$ amount are you requesting?)

Date: _____

Signature of teacher (if required): _____

Date: _____

Signature of Supervisor (if required): _____

Note: Only proposals endorsed by principals / supervisors will be considered.

G. CONFERENCE COMMITTEE

The mandate of this committee is to organize and oversee the 2-day educator conference hosted on alternating years by Yellowknife Education District #1 and Yellowknife Catholic Schools.

The committee's role is to plan, oversee and evaluate the conference. Committee members volunteer for this role with each school in Yellowknife contributing to this endeavour. The host district/school volunteers the necessary number of staff to successfully conduct the conference.

The NWTTA Central Office will be requested to set aside a maximum of \$5,000.00 for any region that is hosting a conference. Usually this amount is for reimbursement of substitute teacher costs incurred by teachers working on the conference. These substitute costs are to be billed directly from the School Board to the NWTTA Central Office.

* This section is under review and is subject to change.*

H. Appendices

Professional Development Annual Survey

Evaluation Form: Generic

Evaluation Form: Conferences

Article 22 of the Yk #1 / NWTTA Collective Agreement

Professional Development Annual Survey

Professional Development Survey ~ Yk #1 Professional Development Committee
Staff Priorities for the _____ / _____ school year

On behalf of the Professional Development Committee, your assistance is requested in identifying professional development priorities for the _____ / _____ school year.

It is always difficult to select priorities. For the purposes of this survey, assume you only have ten votes: chose your ten priorities with #1 being the highest and #10 being the lowest of the ten. Please assign your numerical vote (1 to 10) next to the areas(s) / subject(s) which are your priorities for your professional development for the upcoming school year.

Name (optional): _____ Grade Level: _____

<u>Curriculum & Instruction</u>	<u>Rating</u>
Mathematics (English & French)	_____
Social Studies (English & French)	_____
Language Arts (English & French)	_____
Science (English & French)	_____
Career and Technology Studies (CTS)	_____
Core French	_____
Fine Arts	_____
Physical Education	_____
Differentiated (Multi-Level) Instruction	_____
Challenge Programming	_____
Technology Training	_____
Aboriginal/Cultural Programs	_____
Co-operative Learning	_____
Learning Disability (Special Needs)	_____
Other subject specific areas:	_____
<u>Assessment and Reporting</u>	<u>Rating</u>
Alberta Achievement Tests (AAT)	_____
Assessment strategies	_____
Departmental Examinations	_____
<u>The School Environment</u>	<u>Rating</u>
Behaviour Management	_____
School Team Building (retreats)	_____
<u>Other Areas</u>	<u>Rating</u>
Parent Involvement (PAC/PAGs) How?	_____
First Aid/CPR	_____
Other (please specify)	_____

Evaluation Form: Generic

**Yk #1 Professional Development Evaluation Form:
Generic**

Introduction

Evaluations of professional development activities are done to help plan future professional development events and to report to the Board, parents, and public at large, the successes of our program. Summaries of professional development evaluations will be prepared by District Office staff and made available to Yellowknife Education District #1 staff.

School name: _____

Professional Development Activity: _____

Evaluation comments

Please provide your feedback on the professional development session that you attended by completing the following sections. Give this sheet to your Principal who will send it to District Office.

1. The aspects of the session that I found the most beneficial were:

2. The aspects of the session that I found the least beneficial were:

3. The aspects of the session that I found most practical for implementation with students were:

4. In terms of planning future professional development sessions, I suggest that:

5. In terms of benefit to me and my students, I would rate the session as:

Excellent Very Good OK Of some use Not Useful

Additional Comments (use reverse side if necessary):

**Yk #1 Professional Development Evaluation Form:
Conference**

Name: _____ School: _____

Conference attended: _____

Was this PD activity worthwhile? Yes ___ No ___

What aspects of the conference were most beneficial to you?

Would you recommend the course to others? Yes ___ No ___

Please list any speakers/workshop leaders whom you feel other teaching staff in Yellowknife could benefit from:

Name: _____

Address: _____

Topic: _____

Name: _____

Address: _____

Topic: _____

Additional Comments: _____

Date: _____ Signature: _____

Please forward to the Chairperson of the Professional Development Committee

Article 21 of the Yk #1 / NWTTA Collective Agreement

ARTICLE 21 - PROFESSIONAL DEVELOPMENT

21.01 Professional Development shall include Short-Term Professional Development and attendance at Workshops, Seminars and Conferences and courses.

21.02 Professional Development Funds shall be administered by a committee to be called the Professional Development Committee comprised of members appointed or elected by the N.W.T.T.A.

21.03 Effective Sept. 1, 2017 the Board shall provide \$105 000 per annum to the Professional Development Committee for Professional Development. It is understood that any substitute costs incurred because of such Professional Development shall be reimbursed to the Board by the Professional Development Committee.

21.04 The Professional Development Committee shall allocate funds for the Professional Development of employees within the scope of this Agreement. The committee shall provide the Board annually with a detailed financial statement of all expenditures by no later than September 30 of each year. The employer agrees to notify the Association on or before September 1 of each year of the financial statement due date.

21.05 In addition to clauses 21.01 to clause 21.04, the Board shall establish a fund of \$40,000 for employee staff development. This fund shall be administered by a joint committee consisting of four (4) people, two (2) employees appointed by the N.W.T.T.A. PD Committee and two (2) appointees of the Board.

21.06 All Professional Development requests must be reviewed by the Superintendent/Designate.