

**SUPPORT STAFF
PROFESSIONAL IMPROVEMENT ASSISTANCE**

Background

The Division recognizes the concept of Professional Improvement Assistance.

With rapid changes in the educational environment underscoring the need for staff to maintain the currency of their skills and qualifications, the Division recognizes the concept of Professional Improvement Assistance and is prepared to support un-certified staff in upgrading their skills and qualifications. The Division expects to provide some funding to all successful applicants and recognizes this contribution may not pay the full cost of extensive programs like a Masters or Doctoral degree program.

The Division will consider the following criteria when granting Professional Improvement Assistance application:

1. Value of the study or activity to the needs and programs of the Division;
2. Related experience of the applicant(s); and
3. The study schedule of the applicant(s).

Procedure

1. The financial support provided for Professional Improvement Assistance will be provided using the annual grant specified in the Terms of Employment.
2. If the applicant is seeking approval for a course that requires time away from the school during the regular work day, the applicant must first seek school level approval from the Principal who will determine school requirements and costs associated with any necessary casual or term replacements.
3. Successful applicants will be funded to a maximum of up to \$500.00 (five hundred dollars) for courses successfully completed in the current school year. If there are not enough funds to cover this figure, the amount will be pro-rated for all applicants. That is, if \$25,000.00 (twenty-five thousand dollars) is available and seventy staff complete courses costing \$500.00 (five hundred dollars) each then applicant will receive \$416.67 (four hundred sixteen dollars sixty-seven cents) each.
4. Where the number of applications exceeds the available grant, and the first \$500.00 (five hundred dollars) has been allocated to the applicants and there are still monies to be disbursed, then pro-rated amounts will be provided to each successful applicant.
5. An individual, support staff employee will be eligible for a maximum of \$6000.00 (six thousand dollars) of funding under the umbrella of this administrative procedure during their employment with NLSD No. 69.

6. Applications must be submitted prior to the proposed commencement of the Professional Improvement activity.
7. The Superintendent shall approve or reject applications within sixty (60) days of receipt of application.
8. The amount of financial support may not be finalized until August, when the number of applications and the total cost of tuition fees and cost of courses is known.
9. Financial assistance will be provided for post-secondary course tuition or for professional course fees intended to upgrade the academic qualifications or skills of the applicant.
10. Financial assistance to offset the costs of tuition or fees will be paid after the applicant submits documentation showing successful completion of the approved course(s).
11. The Superintendent reserves the right to approve or reject requests for reimbursement of tuition or fees for specific courses not deemed to be relevant to the needs and programs of the Division as will be delivered by the applicant.
12. Failure by the individual to be employed with the Northern Lights School Division No. 69 the year following receipt of Professional Improvement Assistance money shall make that individual ineligible for payment of the initially approved funding.
 - 12.1 If the individual's employment is not renewed due to staffing reduction, the individual will still qualify for receipt of Professional Improvement Assistance money.

Reference: Section 60, 61, School Act
Teacher Growth, Supervision, and Evaluation Policy 2.1.5

June 2009
Revised April 2010



**SUPPORT STAFF
PROFESSIONAL IMPROVEMENT
ASSISTANCE APPLICATION**

F 412-3

Name: _____ Present School: _____

Present Assignment: _____

Educational Training:
Years of Education (For Salary) _____ Certificate(s) Held: _____

Year of Last Formal Education: _____

Total Years Experience: _____ Years with this Division: _____

Years at this School: _____ Years with this Assignment: _____

List the Course(s) for which you are applying and give the Course Synopsis:

Institution Offering the Course: _____

Location of the Course: _____

Tuition Fee or Course Fee: _____

Dates of the Program (Include anticipated completion date):

Anticipated Professional Outcome: As a result of taking this Course, how will your new qualifications or skills assist you in meeting the needs of the students and programs of the Division?

Other information that will be useful in assessing the value of this application:

I understand that failure to be employed with the Northern Lights School Division No. 69 the year following receipt of Professional Improvement Assistance money shall make me ineligible for payment of the initially approved funding.

Date

Signature of Applicant

Date Approved

Superintendent's Signature