

CERTIFIED STAFF PROFESSIONAL IMPROVEMENT ASSISTANCE

Background

The Division recognizes the concept of Professional Improvement Leave.

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

1. Value of the leave(s) to the needs and programs of the Division;
2. The teaching and service record of the applicant(s); and
3. The study schedule of the applicant(s).

With rapid changes in the educational environment underscoring the need for professional staff to maintain the currency of their skills and qualifications, the Division recognizes the concept of Professional Improvement Assistance and is prepared to support professional staff in upgrading their skills and qualifications. The Division expects to provide some funding to all successful applicants and recognizes this contribution will 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. The teaching and service record of the applicant(s); and
3. The study schedule of the applicant(s).

Definitions

Professional Improvement Leave shall mean a leave of absence without pay granted by the Board at its discretion and upon application by a teacher for study or other activities designed to improve the teacher's academic or professional qualifications.

Professional Improvement shall mean study or other activities designed to improve the teacher's academic or professional qualifications in the current or coming school year, while the professional staff member continues in their job assignment with the system or while the professional staff member is on professional improvement leave.

Procedures

PROFESSIONAL IMPROVEMENT LEAVE:

1. Applications for Professional Improvement Leave will be considered for programs that begin during the 12 months following the date set for deadline of applications as outlined in the Collective Agreement.
2. The Superintendent will approve or reject applications for leave within one (1) month of the date of application.
3. The assignment granted upon return from this leave is subject to:
 - 3.1 the needs of the Division;
 - 3.2 the teacher's previous placement; and/or

3.3 the new skills acquired as a result of the Professional Improvement Leave.

PROFESSIONAL IMPROVEMENT ASSISTANCE:

1. The financial support provided for Professional Improvement Assistance will be provided using the annual grant specified in the Collective Agreement.

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 student instructional requirements and the site-based decision-making committee who will have to pay for substitute teacher costs from the school budget.

Successful applicants will be funded to a maximum of up to \$600.00 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 \$40,000.00 is available and seventy staff complete courses costing \$700.00 each then applicants will receive \$571.42 each.

4. Where the number of applications exceeds the available grant, and the first \$600.00 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.
2. An individual, certified staff employee will be eligible for a maximum of \$6000.00 of funding under the umbrella of this administrative procedure during their employment with NLSD No. 69.
3. Applications must be submitted prior to the proposed commencement of the professional improvement activity.
4. The Superintendent shall approve or reject applications within sixty (60) days of receipt of application.
5. 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.
6. 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.
7. 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).
8. 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.
9. Failure by the individual to teach with the NLSD No. 69 the year following receipt of Professional Improvement Assistance money shall make that individual ineligible for payment of the initially approved funding.

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

Revised April 2010



**CERTIFIED STAFF
PROFESSIONAL IMPROVEMENT
ASSISTANCE APPLICATION**

F 412-2

Name: _____ Present School: _____

Present Teaching
Assignment: _____

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

Major: _____ Minor: _____

Year of Last Formal Education: _____

Total Years Teaching: _____ 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