



## AP 403 – STAFF DEVELOPMENT

### BACKGROUND

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Saskatoon Public Schools is committed to improving service to students through ongoing staff development processes for all employees. All SPS educators engage in continuous professional learning to ensure implementation of effective practices in response to students' learning needs. Staff development areas of focus and action plans at the division, school, and individual employee levels are determined with reference to Saskatoon Public Schools' Strategic Plan and research-based professional practices.

### PROCEDURES

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#### A. DIVISION LEVEL

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1. The director:
  - 1.1. will designate a superintendent of education to be responsible for staff development processes and initiatives in the division.
  - 1.2. will allocate days in the school calendar for professional learning and authorize the closing of schools for staff to engage in professional learning.
2. The superintendent of education responsible for staff development in collaboration with other superintendents of education, coordinators of various departments and other division level leaders:
  - 2.1. will identify and support the professional learning processes that are required of employees and schools (e.g. the professional learning plan).
  - 2.2. will determine processes through which each central office department identifies, implements, and assesses staff development priorities.
    - 2.2.1. Staff development actions for the division are articulated in plans written by each central office department that align with the division strategic plan and reflect research-based best practices.
    - 2.2.2. The sponsoring coordinator of any division-level staff development event or process is responsible for reviewing each presenter's qualifications and for determining and approving appropriate participants. These are subject to review by the superintendent of education for that department.
    - 2.2.3. Staff development events may be conducted for division employees outside the hours of regular student instruction.
    - 2.2.4. Central office departments will develop and maintain an on-line repository for professional learning resources that is available for use within the division.
    - 2.2.5. Advisory groups may be convened, as required, to ensure effective and responsive planning of professional learning for various employee groups.
  - 2.3. will oversee budget lines for staff development and, where appropriate, arrange for management of those lines by coordinators.



- 2.4. may, where necessary, provide budget for substitute teachers to release teachers from their regular classroom duties for accomplishment of division-level professional learning related to strategic priorities.
- 2.5. will manage and support all division level professional learning in accordance with the approved budget provisions and agreements (e.g. LINC).
- 2.6. may approve administrators, coordinators, consultants, managers, and support staff to attend, at division expense, staff development events that occur in or outside the school division, where those events are aligned with strategic priorities.
- 2.7. will consult with the Saskatoon Teachers' Association, to determine the date for the annual teachers' convention.
  - 2.7.1. The division will determine the extent of participation of SPS educators in the STA convention.
  - 2.7.2. The division shall not be responsible for costs related to the STA convention.
- 2.8. will report periodically to the Board of Education on staff development processes, progress and impact.
- 2.9. will collaborate with the CUPE staff development committee to determine staff development processes and opportunities for support staff.

## B. SCHOOL LEVEL

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1. The principal:
  - 1.1. will guide professional learning at the school level in response to students' needs and the division strategic plan and expectations.
  - 1.2. will articulate a plan for school-based professional learning in the school strategic plan in the fall of each school year.
  - 1.3. will authorize all school-level professional learning expenditures in accordance with the guidelines for expenditure of school-based PD funds (see appendix A).
    - 1.3.1. Schools receive budget resources to implement school level strategic professional learning goals.
    - 1.3.2. Teaching staff may apply to the principal to receive financial assistance (e.g. substitute teacher support, registration fees) to participate in collaborative learning with colleagues and/or attend conferences, courses, and workshops. Support for this individually requested professional learning, if approved, will come from the school-based professional development budget line. Absence from work on these days shall be coded PD School Supported.
    - 1.3.3. Student funds shall not be used for professional learning activities.
    - 1.3.4. Professional learning funds shall not be used to fund student activities.
  - 1.4. may approve up to five days absence per teacher, per year for professional learning, as per Administrative Procedure 408.



- 1.4.1. The superintendent of human resources may extend leave for professional learning beyond five days in a school year for a staff member, given extraordinary circumstances.
- 1.5. will ensure that each teacher has a plan for professional learning that is updated periodically throughout each school year.
- 1.6. will review in spring, with school staff and area superintendent, the year's school-based professional learning and its impact on teachers' practice and student learning.

### C. INDIVIDUAL LEVEL

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1. All employees:
  - 1.1. are expected to engage in ongoing professional learning.
  - 1.2. will annually complete a professional learning plan that articulates their professional learning actions and impact for the year.
    - 1.2.1. Professional Learning Plans are designed specifically for each role.
2. All teachers:
  - 2.1. will implement professional learning actions that address student learning needs as identified through assessments.
  - 2.2. will share their professional learning plan goals, actions and impacts with their school administrators periodically through the school year.
  - 2.3. will collaborate with colleagues to support mutual on-going development of expertise to support student learning.
  - 2.4. will report absence from work for professional learning and on PD days using the division's absence reporting procedures.
3. First and second year teachers:
  - 3.1. will participate in the Assessment For Teaching (AFT) process. A professional learning plan in the first two years with the division is optional.

### D. STAFF DEVELOPMENT PROCESSES

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1. Staff may engage in a variety of staff development activities to support their professional learning. Examples include professional inquiry, collaboration with colleagues, leadership of learning, training courses, workshops, research projects, professional growth networks, committee work, mentorship, peer coaching, self-directed study, and professional book clubs.
2. All staff development activities supported by the school division are designed to improve service to students.

Reference: Section 87(n), 231(q), 233, Education Act  
Date Last Revised: February 24,, 2020



## APPENDIX A

# GUIDELINES FOR SCHOOL-BASED STAFF DEVELOPMENT FUND DISTRIBUTION

Updated February 2020

School-based staff development funds are dispersed from accounting in October of each school year. Each school receives an equitable amount which is calculated using the number of full-time equivalent staff members.

### **Purpose of School-Based Staff Development Funds**

Professional learning for staff is intended to improve service to students with the ultimate goal of enhancing student learning. All staff members will be involved in continuous professional learning. It is expected that all staff members:

- Participate in the Professional Learning Planning (PLP) process to build professional expertise in response to students' needs. This is done in consultation with their school-based administrator(s).
- Participate in a collegial learning team that engages in collaborative development of expertise.

Specifically, school-based staff development funds are provided to support:

- Teacher learning groups working together to develop teachers' expertise.
- PD projects at the school level that help to realize intended outcomes of the school strategic plan.
- Specific individualized learning needs of staff members as identified in Professional Learning Plans.

### **Effective use of School-Based Staff Development Funds**

School-based leaders determine how the school-based staff development funds will be used within the following guidelines:

#### **a) Funding for Teachers**

School-based staff development funds are allocated to cover costs associated with teachers' professional learning:

- Substitute costs
- Professional learning materials
- Costs of hosting PD events (see c. below)
- Conference registration fees
- Travel

School-based PD funds support teachers' professional learning processes such as:

- Collaborative professional inquiry in teams focused on developing instructional best practices
- Instructional visitations to other classes
- Mentorship
- Retreats for reflection on practice and professional learning
- Staff seminars



- Professional book clubs
- Conference/in-service attendance
- Training related to extracurricular responsibilities
- Other staff development processes planned or approved by school leadership

Note: If substitutes are required, the absence is coded PD School Supported

**b) Funding for Support Staff (CUPE 8443)**

School-based staff development funds may be used to cover costs associated with professional learning of support staff:

- Substitute costs for EA's
- Professional learning materials
- Costs of hosting PD events (see c. below)

This may include:

- Retreats
- Staff seminars
- Professional book clubs
- Collaborative inquiry into best practices
- Other staff development processes planned or approved by school leaders

Note: If substitutes are required, the absence is coded PD School Supported

**c) Funding of School-Based Staff Development Activities**

School-based staff development funds may be used to cover costs associated with PD events hosted by the school:

- Facility rental
- Equipment rental
- Presenter fees or honoraria (non-employees)
- Professional learning materials
- Nutrition breaks (see [Administrative Procedure 561](#), *Food Policy* for more details on appropriate expenditures)

**d) Expenditures Not Supported by School-Based Staff Development Funds**

School-based staff development funds may not be used to cover the following costs:

- Student activities
- Purchase of student materials
- Tuition assistance for credited courses for teachers, CUPE 8443 & SCEA members (see note i below)
- Administrator PD/Conference support (see note ii below)
- CUPE 8443 & SCEA PD/Conference registration fees (see note iii below)

Notes:

- Tuition assistance for credited courses is provided through a budget held at central office. Teachers, CUPE 8443 & SCEA members can apply to the superintendent of education responsible for staff



development. Please refer to the [PD Central Portal](#) for Tuition Assistance Guidelines and Application Form.

- ii. Administrator PD/Conference support is provided through a budget held at central office. Administrators may apply to the superintendent of education responsible for staff development. Please refer to the [PD Central Portal](#) for guidelines and forms.

***Note: Elementary vice-principals who have classroom teaching responsibilities are eligible for support from both the School-based Staff Development Fund and Central Office funds.***

- iii. CUPE 8443 & SCEA PD/Conference registration fees are provided through a budget held at central office. CUPE 8443 & SCEA members can apply to the superintendent of education responsible for staff development. Please refer to the [PD Central Portal](#) for guidelines and forms.