

# **PROFESSIONAL DEVELOPMENT HANDBOOK**

(as of June 2016)



**Okanagan Skaha Teachers' Union**

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## **PURPOSE OF THIS HANDBOOK**

This handbook has been developed to assist individual teachers, school staffs, and local specialist associations in utilizing the resources of the professional development committee of the Okanagan-Skaha Teachers' Union (Local #67)

### **1. Distribution**

The professional development handbook will be distributed in the following way.

**District Pro-D Committee**  
**School Pro-D Committees (through the School PD Rep)**

## **PROFESSIONAL DEVELOPMENT**

### **Definition:**

Professional development is a process of ongoing growth, through involvement in programs, services and activities designed to enable teachers, both individual and collectively, to enhance professional practice.

### **There are many ways to grow professionally:**

- Participate in a teacher inquiry project
- Join a book study group
- Attend a conference/workshop (in person or on-line)
- Investigate, incorporate and reflect on innovative programs for the classroom
- Form or join a teacher research group
- Coach and mentor peers

### **Purposes of Professional Development**

The purpose of professional development is to assist members in:

- a. building and strengthening themselves as a professional body.
- b. establishing and maintaining a professional relationship with students/parents.
- c. initiating curriculum and instructional reform directed to improve teaching and learning.
- d. developing, discussing, revising and applying educational theories.
- e. improving the quality of professional practice through career-long professional development.
- f. engaging in professional and collegial conversations.

(BCTF Members' Guide 30.A.01)

## **Principles of Professional Development**

The following is a statement of policy representing collective professional opinion of members of the BCTF. It is based on values and principles that reflect a democratic perspective on public education and is intended to provide a provincial standard of professional development principles.

These principles reflect understandings of professional development and the core values of teachers which are:

- The primacy of continuing career-long professional development.
- The necessity of teacher autonomy.
- The importance of teaching-centred and teacher-directed PD.
- The diversity of effective professional development needs and practices.
- The value of teachers teaching teachers.
- Recognition that teachers are learners.

1. Members have an ongoing responsibility to develop professionally.
2. Members have autonomy in making choices about their own professional development.
3. Professional development planning is guided by members' needs.
4. Professional development informs teaching practice and encourages collegiality.
5. Professional development requires time and resources to meet members' needs.
6. Professional development incorporates a wide repertoire of teacher collaboration, mentorship, action research, workshops, professional course work, professional reading, peer coaching, and reflection.

(BCTF Members' Guide 30.A.09)

## **DISTRICT PROFESSIONAL DEVELOPMENT COMMITTEE**

The purpose of the District Professional Development Committee is to enable teachers to:

1. Engage in activities that continually improve the quality of teaching practices and educational relationships with students and colleagues.
2. Engage in professional activities that advance the capacity of teachers to exercise professional autonomy.
3. Participation in the articulation of visions of the future.

### **Goals**

1. To encourage teachers to be involved in Professional Development that is relevant and responsive to their needs.
2. To increase participation in Professional Development.
3. To continue support for Local Specialist Associations' Professional Development initiatives.
4. To encourage Local Specialist Associations' involvement in active Professional Development planning at the school/and or district level.

### **Responsibilities of the District Professional Development Committee**

1. To allocate Professional Development Funds to individual teachers in an equitable manner.
2. To plan district-wide professional development activities. (A one-day conference every second year. Alternating with two large-format sessions the other year.)
3. To regularly establish a committee comprised of 4 School district PD Reps and the District PD Chair to create and go over teacher surveys regarding professional development in our local.
4. To select a Vice-Chairperson for the school Professional Development Committee who, in the event that the Chairperson for the school Professional Development Committee cannot perform the duties, will assume these responsibilities until the return of the Chairperson.

## **TERMS OF REFERENCE**

### **A. *Professional Development Funds -***

- I) \$250.00/Teacher to Professional Development Fund
- II) \$62.50/Teacher to OSTU Professional Development Conference Fund

### **B. *Allotment***

1. Professional Development funds are allocated on a per teacher basis. This is based on the number of teachers in the district times \$250.00, (Minus \$15.00 Non Credit Course Fund, \$25.00 PD Release, \$10.00 School Based.) The \$ per teacher amount is \$200.00 per year. (referred to as the individual allotment)
2. Non-credit courses \$15.00 x # teachers
3. Contractual PD account \$62.50 x # teachers (this amount is budgeted as the “Summer Conference Fund”)
4. Teachers who are both on a school district teaching contract and on the TTOC list and who are receiving \$200 District Professional Development Funding for the year are not eligible to apply for TOC Pro-d Funding. Rational is that these teachers are eligible to apply for and receive a Contingency Fund Grant up to \$500 and a Non-Credit Course Fund Grant up to \$400 each year. TTOCs do not qualify to apply for either of these Grants, therefore the TTOC Pro-D account is reserved for those teachers strictly on the TTOC list.
5. TTOC’s can access up to \$500 per school year to attend Professional Development activities approved by the PD Chair Person. PD requests if possible should be made no less than 10 days prior to the PD activity. See attached TTOC PD application form. Of that \$500 (not to exceed a total of \$500 for any school year), \$200 can be used as an honorarium per day to compensate for lost wages when a TTOC attends on a regular in session school day.

### **C. *Responsibility for Organization and Approval of School-Based Activities***

1. A school-based Professional Development Committee, elected by the teaching staff, plans school-based professional development activities and administers the school-based professional development allotment.
2. The administrative officer may sit on this committee but not be a voting member.

### **D. *Responsibility for Organization and Approval of Individual Plan:***

1. If a teacher submits a plan that does not meet the criteria outlined on the BCTF Professional Development Lens, the plan will be brought to the District Committee for discussion.

2. The Professional Development Committee supports and encourages teachers to consider group plans during professional development days. These group plans may include Inquiry, collaboration, LSA's, and Mentoring.

***E. Absence From Duty (To be used if the PD Activity is taking place on what would be considered an instructional day)***

1. Individual school-based Professional Development applications must be approved by the school-based professional development committee and the administrative officer. (Use Professional Development Claim Application)
- 1.1 Professional Development Claim Application will be filled out by the teacher and presented to the school based Pro D chairperson who will take it to the committee for approval. Upon approval the form will be returned to the teacher. When the PD activity has been completed the teacher submits the form with the signature of the school Professional Development person to the OSTU Professional Development Chairperson for release of funds c/o the OSTU office.

## **SECTION F OF THE COLLECTIVE AGREEMENT**

### **F.1.0 PROFESSIONAL DEVELOPMENT FUNDING AND CONTROL**

- F.1.1 The employer shall pay two hundred and fifty dollars (\$250.00) per teacher and the OSTU shall pay sixty two dollars and fifty cents (\$62.50) per teacher to establish a fund for the purpose of professional development. The fund shall be controlled and administered by the District Professional Development Funding Committee.
- F.1.1.2 The Employer shall pay six thousand four hundred dollars (\$6400.00) into a fund for Teachers on Call. The fund shall be controlled and administered by the District Professional Development Committee.
- F.1.2 The District Professional Development Funding Committee shall be chaired by the Union's professional development chairperson, who shall have voting rights.
- F.1.3 The District Professional Development Funding Committee shall be comprised as follows:
- F.1.3.1 three (3) representatives of the Union in addition to the professional development Chairperson:
- F.1.3.2 three (3) representatives of the District.
- F.1.4 The Professional Development fund will not be required to finance curriculum implementation in the District.
- F.1.5 The District Professional Development Committee shall plan and organize district-wide professional development activities and shall carry out the professional development activities as directed by the Professional Development Funding Committee. This committee shall be comprised as follows:
- F.1.5.1 The OSTU Pro-D chairperson who shall chair the committee;
- F.1.5.2 one (1) teacher representative from each school;
- F.1.5.3 one (1) representative of administrative officers;
- F.1.5.4 the superintendent or designate;
- F.1.5.5 one (1) representative of the Board.
- F.1.6 The employer shall provide ten (10) substitute days to the District Professional Development Committee to plan and organize professional development activities.
- F.1.7 The School Professional Development Committee shall include an Administrative Officer of the school.

### **F.2.0 NON-INSTRUCTIONAL DAYS**

- F.2.1 There shall be a minimum of five (5) non-instructional days allocated for professional development activities, three (3) of which shall be school-based professional development days.



- F.2.2 Non-instructional days shall be considered as instructional days for salary purposes.
- F.2.3 The Board shall provide such non-instructional day(s) professional development activities as are sanctioned by the District Professional Development Committee or in the case of the school-based day(s) by the School Professional Development Committee.

## **Okanagan Skaha Teachers' Union Policies Professional Development**

17.0 The OSTU contingent of the Professional Development Funding Committee shall consist of the Chairperson of the Professional Development Committee, who has voting rights and will chair these meetings, the President and the Treasurer, who shall have voting rights, and one member of the Professional Development Committee other than the chairperson elected by the Professional Development Committee, who shall have voting rights.

17.1 Restates the **Principles of Professional Development** found on Page 2 of this document.

17.2 The Treasurer of the Okanagan Skaha Teachers' Union shall be invited to attend meetings of the District Professional Development Committee with voice but no vote, unless he or she is also the Professional Development Representative for his or her school, so as to be aware of budget recommendations that need to go to either to the Professional Development Funding Committee, the Executive Committee, the Representative Assembly, or to a General Meeting.

## **DISTRICT POLICIES**

**PAYMENT FOR SUMMER DAYS** (Only in effect when PD days have been negotiated to happen outside of the school calendar)

Payment for attendance of the scheduled summer days of professional development is part of the March pay period the following calendar year.

In order for teachers to be paid for these days the following guidelines are used by the district:

1. Continuing status teachers must attend the professional development days to the level of their appointment.
2. Should a continuing teacher's f.t.e. status increase during the school year, if that teacher has attended the summer days to the level of that increase, there will be no deduction from their March pay.
3. Teachers on temporary contracts will only be paid for attendance at summer professional days if they have been offered a contract at a school on, or prior to, the date of the summer days they attended. (ie. If a temporary teacher is offered a position on Aug. 30, and they attended pro-d activities on Aug. 29, 30, and 31, they will only be paid for August 30 and 31 and only to the level of their contract.)
4. Teachers who have attained continuing status in the district, prior to the summer days occurring, but have not yet attained a position at a school for that year, will be paid to the level of their contract for the summer days attended as long as they do get a position with the district that year.

\*Please note: Professional Development activities must coincide with the Professional Development days set out in the school calendar.

### **Presenting out-of-district**

Presenting out of district will be considered a professional development activity.

## **RESPONSIBILITIES OF THE SCHOOL PROFESSIONAL DEVELOPMENT COMMITTEE**

1. To develop and review a school policy regarding the administration of the school-based Professional Development funds.
2. To administer the school funds as per policy and accept responsibility for validity of requests.
3. To assist, and encourage, colleagues to develop Self-Directed Professional development plans that meet their needs as individual teachers and meet the criteria outlined in the BCTF's Professional Development Lens.
4. To be familiar with the contents of the District Professional Development Handbook.

## **RESPONSIBILITIES OF THE SCHOOL PROFESSIONAL DEVELOPMENT COMMITTEE CHAIRPERSON**

1. To attend district meetings called regarding Professional Development.
2. To distribute information received on Professional Development issues to the staff eg. Pro-D Newsletter, etc.
3. To inform teachers about upcoming professional development activities and to inform teachers of their contractual responsibilities for designated Pro-D days.
4. To construct a Professional Development Bulletin area in the school and to keep it current.
5. To attend district training sessions for Professional Development Representatives.
6. To be responsible for maintaining a current Professional Development Handbook within the school

## **RESPONSIBILITIES OF THE OSTU PROFESSIONAL DEVELOPMENT CHAIRPERSON**

1. Facilitating the professional development activities of the local
  - a. Including organization of the District PD days; and a one-day conference every second year
2. Promoting the right to autonomous professional development of teachers
3. Chairing the District Professional Development Committee

4. Chairing the Professional Development Funding Committee
  - a. Responsibilities to include setting the funding allotment that will include funding for PD Chairperson release
5. Coordinating the OSTU Mentorship Program
  - a) Responsibilities to include chairing the Mentorship Steering Committee, coordinating the whole-group sessions, and liaising with the Regional NTMP Team
6. Approving Professional Development Claim Applications
7. Overseeing the District Professional Development funds
8. Sitting on the OSTU Executive Committee
9. Maintaining a liaison with any local specialist associations and District Helping Teachers
10. Networking with other PD chair people in the zone and the province
11. Liaising with BCTF PD programs and the BCTF Professional Issues Advisory Committee (PIAC)

## FORMS

### **School Based Teacher Professional Development Claim Application**

These forms are to be used when a teacher is applying to attend a Professional Development activity. If a teacher is only accessing their individual allotment, these forms stay within the school until completion of activity.

### **OSTU Application for Non-Credit Course Grants (Also found on Claim Application)**

To be used by Teachers when applying for non-credit funds, the criteria for using this fund is attached. Once the teacher fills out the form, it is signed by the School Pro-D Rep and then sent to the Pro-D Chair who, if the grant application is approved, will return the form to the teacher. The teacher resubmits the form upon completion of the activity for expenses not paid out.

### **OSTU Application for Contingency Fund Grants (Also found on Claim Application)**

To be used by Teachers when applying for contingency funds, the criteria for using this fund is attached. Once the teacher fills out the form, it is signed by the School Pro-D Rep and then sent to the Pro-D Chair who, if the grant application is approved, will return the form to the teacher. The teacher resubmits the form upon completion of the activity for expenses not paid out.

### **Self-Directed Professional Development Plan**

To be filled in annually by teachers. A copy of this plan should be kept on file by the School PD Rep.