

**SCHOOL NO. 4401 - KATANDRA WEST**

Policy Statement: MANAGEMENT - 700 Administrative Services

700 – PROFESSIONAL DEVELOPMENT

Responsibility: Principal and Staff

This Policy was last ratified by School Council in 2015.

1. **PURPOSE:**

Professional Development of staff is critical to implementing effective teaching and learning strategies in classrooms. The continuing professional development of staff is seen to be of paramount importance to ensure the best delivery of educational services to children. Professional Development is viewed as an on-going process. Professional Development allows teachers and relevant members of the school community to learn together and support each other.

2. **GUIDELINES:**

- 2.1 The professional development of staff and, where appropriate, parents will be enhanced through:
  - a) Curriculum days,
  - b) School based professional development activities,
  - c) Attendance at district, regional and statewide in-service activities when available.
  - d) Use of Casual Relief Teacher money.
- 2.2 The consultative process will be used as early as possible in the school year to determine the emphasis for P. D. activities for the school.
- 2.3 The limited number of Pupil Free Days and Casual Relief Teacher days allocated to Professional Development will be used in line with the Annual Implementation Plan and Strategic Plan.
- 2.4 Wherever possible more than one person should attend an in-service.
- 2.5 All staff will be actively encouraged to undertake Professional Development activities whether these be at the school, district, region or state level and both in and out of school hours.
- 2.6 Staff will be encouraged to undertake further study to upgrade their qualifications.
- 2.7 School Councillors and parents will be actively encouraged to attend appropriate Professional Development sessions to increase their knowledge and understanding of educational processes, as well as to enhance relevant skills.
- 2.8 In-service levies will be reimbursable if prior approval of the Principal has been given and the budget has the funds needed.
- 2.9 Professional Development activities will be chosen to support priorities identified in the Annual Implementation Plan and Strategic Plan.
- 2.9 The Principal, in consultation with School Council, may vary this Policy if circumstances require it.