



ECCS PROFESSIONAL DEVELOPMENT FUND

TERMS OF REFERENCE

East Central Catholic is committed to teacher professional development that accomplishes the Division's mission and vision of highly competent, skilled and committed teachers. The Division is committed to supporting professional development opportunities for its teachers as outlined in AP-412.

Background:

As per the Collective Agreement between ATA Local and East Central Alberta Catholic Separate Schools, the Professional Development Fund is available for teachers to access in the pursuit of continuous growth and learning. These funds are to support individual teacher PD needs that are not being addressed at the school level. The purpose of the fund is to assist individuals in pursuing professional development activities focused on teaching quality and improvement of student outcomes. Funding may support costs related to:

- Courses, workshops, seminars, conferences and online courses
- Resource materials related to the course (not a classroom resource)
- Inter-school visitations
- Travel and subsistence associated with the PD event
- Substitute teacher costs related to the PD event

The Teaching Staff Development Fund is to be used solely for professional development. Courses or activities whose primary focus is personal development, *including graduate studies or any courses that earn university credit*, or extracurricular activities will not qualify for these funds.

Definitions:

Professional Development is a variety of education and learning consistent with improving knowledge, skills, and effectiveness in the employee's service area.

Procedure for Application:

1. Staff will access available school funds for the purpose of professional development. If school funds are not adequate or not available, then staff can apply to the Teaching Staff Development Fund.
2. Staff will complete the Teaching Staff Development Fund Application which is found on the Division webpage. Documents to support expected costs are to be submitted with the application.

- a. Download pdf application form
 - b. Complete
 - c. Acquire principal approval
 - d. Submit application and supporting documents to the PD committee via email to eccs.pd@ecacs16.ab.ca
3. Review dates will be five times a year on:
 - a. September 30
 - b. November 30
 - c. February 28
 - d. April 30
 - e. June 20
4. Applicants will be notified within 1 week of the review date.
5. Receipts to support the costs incurred for the PD session are to be submitted upon return from the session. *Meals and mileage costs will be in alignment with District policies and procedures.
6. Actual costs will be reimbursed, up to the maximum dollar amount.
7. Incomplete applications will not be approved.

Approval Process:

1. All applications are reviewed and actioned by the PD Committee which shall consist of two members of senior admin and two members of the ATA Local.
2. Committee members will meet to review applications five times a year as outline in #3 of the Procedure for Application.
3. Applicants will be notified as to the status of their application within 1 week of the review date. The committee will specify the maximum dollar amount the applicant is approved for. Please note: the pre-approved amount may not cover all expenses.
4. A maximum of \$1500 can be accessed to offset the costs of attending the professional development.
5. Applicants will be approved for one request per year.
6. Applications will be reviewed in the order they are received.

Expense Reimbursement:

1. After the completion of the professional development activity, pre-approved applicants submit an Employee Expense Form via Atttrieve and include all required receipts. When completing the expense form, write ECCS PD Fund in the purpose line.
2. Expense claims will be reviewed and funds reimbursed up to the pre-approved amount.
3. All expenses must be listed in Canadian dollars. Expenses paid in another currency must be accompanied by documentation indicating the exchange rate, as per the Bank of Canada, on the date the expense was incurred.