SD42 PROCEDURE 7710

PROFESSIONAL DEVELOPMENT

PURPOSE

The district recognizes professional development as an important means of supporting employee growth, strengthening professional practice, and advancing district and school goals.

PROCEDURES

General

- Employees are encouraged to engage in professional development that strengthens their knowledge, skills, and professional practice and contributes to the goals of the school district.
- Professional development may include learning opportunities provided or supported by the district, schools, professional associations, educational institutions, or other appropriate organizations.
- Professional development supported by the district will provide benefit to both the employee and the district and, where appropriate, contribute to broader organizational learning.

Contractual Provisions

Professional development opportunities and funding provided for through a collective agreement, employment agreement, or other contractual arrangement will be administered in accordance with the applicable agreement.

Nothing in this procedure limits or replaces professional development rights or responsibilities established through an applicable collective agreement or employment agreement.

District-Supported Professional Development

- In addition to contractual professional development provisions, the district may support professional development opportunities within available resources.
- In reviewing requests for district-supported professional development, consideration may be given to:
    - alignment with district, school, departmental, or individual professional goals;
    - relevance to the employee's role and responsibilities;
    - the anticipated benefit to students, employees, the school, department, or district;
    - opportunities to share and apply learning within the organization;
    - the cost of participation, including registration, travel, accommodation, and replacement staffing, where applicable; and
    - available financial and operational resources.

Approval

- Employees must obtain the appropriate approval before committing district funds or making arrangements that require release from regular duties.
- Requests for professional development will be considered in accordance with applicable district procedures, collective or employment agreements, budgetary considerations, and operational requirements, including staffing considerations.
- Approval of a professional development request in one circumstance does not establish an entitlement to approval of similar requests in the future.

Employee Responsibilities

- Employees participating in district-supported professional development are responsible for:
    - completing any required approval processes before registering or incurring expenses;
    - complying with applicable district procedures regarding expenses, travel, and reimbursement;
    - participating in the approved professional development activity; and
    - where appropriate, applying and sharing relevant learning with colleagues.

Sharing Professional Learning

Employees may be requested to share knowledge, resources, or promising practices arising from district-supported professional development where doing so would benefit colleagues, schools, departments, or the district.

Knowledge sharing may occur through existing collaborative structures, including staff meetings, professional learning sessions, department or school-based collaboration, or other appropriate forums.

UPDATED: November 2026