
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCL
Policy Title: Staff Learning
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THE IMPORTANCE OF LEARNING ACTIVITIES FOR ALL ITS STAFF WITH REGARD TO MAINTAINING, DEVELOPING AND EXTENDING THE SKILLS, ATTRIBUTES, AND COMPETENCIES FOR ENGAGED THINKERS AND ETHICAL CITIZENS WITH AN ENTREPRENEURIAL SPIRIT. TO THIS END THE BOARD ENCOURAGES AND SUPPORTS A COMMITMENT SHARED BY INDIVIDUAL STAFF MEMBERS, THE ALBERTA TEACHERS' ASSOCIATION, OTHER EMPLOYEE ASSOCIATIONS, AND THE BOARD TO PROVIDE FUNDING AND ASSIST IN PLANNING ACTIVITIES THAT WILL LEAD TO STAFF IMPROVEMENT.

REGULATIONS

1. The Board will budget annually an amount
 - 1.1. to be decentralized to the schools for administrator professional learning.
 - 1.2. to be decentralized to schools for support staff learning.
 - 1.3. to be centralized for professional teaching staff that is allocated to the Alberta Teachers Association, local No. 4 as indicated in the collective agreement between the Horizon School Division and the Alberta Teachers Association.
 - 1.4. to be centralized for support staff learning.
2. The distribution of funds will align with the priorities of the jurisdiction, school, and professional growth plans.
3. The annual amount for professional staff learning provided to the Alberta Teachers Association, local No. 4 shall be allocated to the joint ATA/Horizon Professional Development Committee.
 - 3.1. The joint ATA/Horizon Professional Development Committee shall develop a process for access and distribution of funds to teachers for the purpose of professional learning associated with professional growth plans and other areas of professional improvement.
 - 3.2. The joint ATA/Horizon Professional Development Committee shall be responsible and accountable for financial tracking and reporting of the funds.

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- 3.3. A designate of the Board shall be assigned to sit on the joint ATA/Horizon Professional Development Committee for the purpose of collaboration and support. The designate shall provide updates to the Board regarding the process for access and distribution of the funds and financial health of the committee.
4. Requests to access central office and maintenance staff development funds shall be made to the Superintendent, or designate, who shall approve requests in consultation with department managers and school based administration.
5. Centralized support staff learning funds are determined annually by the Director of Inclusive Learning.
6. Staff learning activities developed and implemented at the school level shall be administered under the general supervision of the Principal, or designate.
 - 6.1. The annual plan for school-based staff learning activities shall be included as part of the school's education plan.
7. Staff learning activities developed and implemented at the jurisdiction level provide for universal growth experiences for the benefit of employees across the jurisdiction.
 - 7.1. These learning activities may relate to implementation of identified curriculum needs and school and jurisdiction goals.
 - 7.2. Staff learning activities developed and implemented at the jurisdiction level shall be administered under the general supervision of the Superintendent or designate.