

## **402.12 Staff Learning**

### **Policy**

The Board directs that staff learning opportunities be facilitated in accordance with other Board policy and employee collective agreements.

### **Regulations**

1. Staff learning activities may include:
  - 1.1. on-the-job experiences;
  - 1.2. mentorship;
  - 1.3. non-credit, credit and certificate courses;
  - 1.4. in-house in-service programs;
  - 1.5. conferences, conventions, seminars, workshops, etc.; and
  - 1.6. personal study.
2. Individual staff learning refers to the growth experiences that support individually identified learning needs. All staff members have the responsibility for their own growth in accordance with Division policy.
3. School-based staff learning provides a set of collective experiences involving individuals in the context in which they work. While the main focus is on the achievement of school goals, individual growth is also an important component.
4. Staff learning activities developed and implemented at the school level shall be administered under the general supervision of the Principal or designate.
  - 4.1. The annual plan for school-based staff learning activities shall be included as part of the school's assurance plan.
5. Staff learning at the Division level provides for universal growth experiences for the benefit of employees across the Division. These learning activities may originate from a variety of sources such as Directors, school requests, or related committee work, and may relate to implementation of identified curriculum needs. Staff learning activities developed and implemented at the Division level shall be administered under the general supervision of the Superintendent or designate.

6. Staff learning activities specific to employees not assigned to a school shall be administered under the general supervision of the employee's immediate supervisor.
7. All staff learning activities that require an employee leave of absence shall be in accordance with employee collective agreements and Division policy.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References**

Alberta Education Act:	Teacher Quality Standard (2)
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
Division Policies:	100.1 Mission Statement, 100.4 Vision Statement, 303.3 Administrator Evaluations, 402.11.1 Teacher Growth, Supervision and Evaluation, 402.11.2 Support Staff Growth, Supervision and Evaluation, 404.3.1 Leaves of Absence, 803.8 Expense Reimbursements,
Other:	Employee Collective Agreements