



3.06 Professional Development

3. Human Resources - Administrative Procedure Manual

The Pine Creek School Division will, from time to time, offer an Introductory Leadership Development Program for teaching staff interested in pursuing a leadership role in the Division.

In some years, the school division may choose to access other Leadership Development activities for identified leadership candidates including, but not limited to, Manitoba Rural Learning

Consortium cohorts and COSL Leadership Institutes

The Program will:

- Identify teaching staff who may be interested in school administration
- Offer professional development experiences which would be used by staff in leadership roles
- Provide a variety of experiences that will allow individuals to improve upon and expand their leadership skills
- Provide credit toward Level 1 and Level 2 Administration Certificate

It must be noted that participation in the program is neither a guarantee nor a requirement for any future administrative positions in the Division. However, the Division views participation in the program as valuable professional development growth activity. Candidates must apply for the program according to the standards set for admission for the program offered in that particular school year. The application process is intended to prepare candidates for applying for leadership positions in the future. The number of candidates accepted will depend on each intake and the program offered in that particular school year. Candidates must have at least 3 years teaching experience and be recommended by their current administrator or supervisor.

Program Components: Program Components will be dependent on the needs of the cohort that is accepted, and may include:

- Theory and practice of education administration
- Practical job shadowing of a school or division administrator (inside or outside Pine Creek School Division)
- An administrative interview experience with a team of senior administrators
- Tours of a variety of schools (division and outside division)
- Interaction with current Pine Creek School Division administrators
- After-school/evening seminars devoted to leadership topics such as, but not limited to:
 - Leadership/Management
 - School Division Policies and Procedures
 - Staff Selection & Performance Supervision
 - Effective Use of the School Support Team
 - Dealing with Communities – conflict resolution

The program outline developed for the cohort will be submitted to Manitoba Certification and Records for approval for credit hours towards the Level 1 and 2 Administrative Certificates.

Mentorship Program for New Teachers

Purpose: The program provides a welcoming supportive beginning to a new teacher's career by pairing the novice with a more experienced teacher. In addition, the program supports the new teacher in adjusting to the culture of the division.

Coordinated by facilitators, the program focuses on developing the self-confidence and comfort level of the new teacher and on supporting the mentor-novice relationship.

Program Components: The new teacher is invited to attend a full-day Orientation to the Pine Creek School Division in late August, with lunch provided, at the Division Office. That day includes a program overview; an introduction to the school division policies and procedures; preparation for the first weeks of school and planning a series of activities/professional developments with the mentor.

From September to June, the pairs meet regularly informally and in meeting organized by the facilitator(s). The pairs are given 4 half days of release time which they can schedule and use for classroom observations, professional development, planning, resource gathering, etc. The Mentors receive recognition for their contributions through a \$300 credit for their own professional development (to be used during the school year of the mentorship).

The facilitator(s) monitors their progress through emails, visits, phone calls, structured meetings, etc. New teachers are encouraged to take advantage of workshops organized through the Manitoba Teachers Society.

Joint Professional Development Committee

Pine Creek School Division believes that collaborative professional development planning is necessary to collectively accomplish divisional goals/priorities and to meet the professional needs of teachers and support staff. PCSD will participate in a Joint PD Committee with the Pine Creek Teachers'

Association according to the following guidelines:

1. The PD committee will be comprised of a representative from each school and one Hutterite colony teacher, the Superintendent, The Student Services Coordinator, The PCTA President (ex-officio), chaired by the PD Chair (of PCTA).

2. The duties of the committee are to include:

- Complete annual and long-range planning of PD topic priorities
- Designate usage of approved calendar PD days
- Plan and organize divisional PD activities
- Plan and carry out expenditure of PD fund (the fund will be managed by the secretary-treasurer of PCSD)

3. The PD committee is an independent decision-making body, operating with minutes, financial records, and rules of order. It is recognized that either the Division or the PCTA executive may offer recommendations for improved programming or operation at any time.

4. The PD committee will be responsible for developing and revising guidelines which will guide the activities of the committee. These guidelines will be made available for the School Board, Principals, Student Services Coordinator, and teachers.