



Prairie Rose School Division strives to support our teachers, clinicians, vice principals, and school principals with their professional growth plans (PGP).

The Superintendent/CEO will set a centralized budget for PGPs to support the identified staff.

The centralized budget for PGPs will be determined by applying a funding calculation for each identified position.

The centralized budget for PGPs is available to assist with costs for conference/workshop registrations, cost of substitute teachers to attend a conference/workshop or to participate in a school/program visitation, and to support self-initiated, principal approved, professional learning group (PLG) initiatives with colleagues.

Teachers, clinicians, vice principals, and school principals can access this funding by completing the following process.

Teachers (includes resource teachers, guidance, and career counsellors)

- Teacher completes annual PGP as per divisional guidelines.
- Teacher discusses the professional development request with the principal and forwards a Request for Leave (RFL) form to the principal for approval.
- Principal/school secretary completes school-based documentation requirements.
- Principal forwards the approved RFL to the Superintendent/CEO. The RFL is to be sent to the Superintendent/CEO two weeks in advance of the scheduled professional development activity.
- Superintendent/CEO processes and records the approved professional development activity.

Clinicians

- Clinician completes annual PGP as per divisional guidelines.
- Clinician discusses the professional development request with the Director of Student Services and forwards a RFL form to the Director of Student Services for approval two weeks in advance of the scheduled professional development activity.
- Divisional administrative assistant completes division-based documentation requirements.
- Director of Student Services processes and records the approved professional development activity.

Teacher Leaders

- Teacher Leader completes annual PGP as per divisional guidelines.
- Teacher Leader discusses the professional development request with the Assistant Superintendent and forwards a RFL form to the Assistant Superintendent for approval two weeks in advance of the scheduled professional development activity.
- Divisional Administrative Assistant completes division-based documentation requirements
- Assistant Superintendent processes and records the approved professional development activity.



Vice Principals

- Vice Principal completes annual PGP as per divisional guidelines.
- Vice Principal discusses the professional development request with the principal and forwards a RFL form to the principal for approval.
- Principal/school secretary completes school-based documentation requirements.
- Principal forwards approved RFL to the Superintendent/CEO. The RFL is to be sent to the Superintendent/CEO two weeks in advance of the scheduled professional development activity.
- Superintendent/CEO processes and records the approved professional development activity.

Principals

- Principal completes annual PGP as per divisional guidelines.
- Principal discusses with the Superintendent/CEO the professional development request and forwards a RFL form to the Superintendent/CEO for approval. The RFL is to be sent to the Superintendent/CEO two weeks in advance of the scheduled professional development activity.
- Principal/school secretary completes school-based documentation requirements.
- Superintendent/CEO processes and records the approved professional development activity.

Maximizing Professional Development Funds

PRSD recognizes that not all allocated funds to the centralized budget for PGPs will be accessed during any given school year.

To ensure that the professional development funding is maximized across the school division each year, the Superintendent/CEO will monitor the centralized fund for PGPs regularly and the Superintendent/CEO has the authority to reallocate funds to other professional staff and other divisional professional development priorities.