

## ***2013/2014 Professional Development Submissions Schedule***

### **School PD Reps:**

- collect self directed forms and forward them to their PD Chair (DC, TR, Chet) – to be received by PD Chair 2 weeks prior to Pro D Day
- meet with school’s PD committee to plan school based PD activities – complete School Based Event Planner – forward to PD Chair (DC, TR, Chet) – to be received by PD Chair 6 weeks prior to Pro D Day

<b><i>Professional Development Day</i></b>	<b><i>School PD Reps</i></b>	<b><i>PD Chairs (DC Kristy Lineham; TR Pam Broderick &amp; Cathy Lively; Chetwynd Chandra Kaulbach)</i></b>
<b>Friday October 25, 2013</b> <i>District</i>	Remind teachers to register  Notify staff and collect/submit all teachers’ SELF-DIRECTED PLANS to your local’s PD Chair by <b>Friday, October 11, 2013</b> . Please review plans before forwarding.	n/a  Complete “Self-Directed PD Summary Template” (of each teacher’s self-directed plan.) Submit to PRSTA PD Chair (Angela) via email. Please send forms (once all are collected) to PRSTA PD Chair.
<b>Monday December 2, 2013</b> <i>School-Based (1/2 day for elementary schools report card writing)</i>	Notify staff and submit “ELECTRONIC SCHOOL BASED PLANNER” (school’s plans) to PD Chairs via email by <b>Monday, October 21, 2013</b> .  Notify staff and collect/submit all teachers’ SELF-DIRECTED PLANS to your local’s PD Chair by <b>Monday, November 18, 2013</b> . Please review plans before forwarding.	Complete “School PD Summary Template” (each school’s plan.) Forward to PRSTA PD Chair (Angela) via email.  Complete “Self-Directed PD Summary Template” (of each teacher’s self-directed plan.) Submit to PRSTA PD Chair (Angela) via email. Please send forms (once all are collected) to PRSTA PD Chair.
<b>Friday January 31, 2014</b> <i>School-Based (1/2 day for secondary schools report card writing)</i>	Notify staff and submit “ELECTRONIC SCHOOL BASED PLANNER” (school’s plans) to your local’s PD Chair via email by <b>Friday, December 20, 2013</b> .  Notify staff and collect/submit all teachers’ SELF-DIRECTED PLANS to your local’s PD Chair by <b>Friday, January 17, 2014</b> . Please review plans before forwarding.	Complete “School PD Summary Template” (each school’s plan.) Forward to PRSTA PD Chair (Angela) via email.  Complete “Self-Directed PD Summary Template” (of each teacher’s self-directed plan.) Submit to PRSTA PD Chair (Angela) via email. Please send forms (once all are collected) to PRSTA PD Chair (Angela).
<b>Tuesday April 22, 2014</b> <i>District</i>	Remind teachers to register  Notify staff and collect/submit all teachers’ SELF-DIRECTED PLANS to your local’s PD Chair by <b>Tuesday, April 8, 2014</b> . Please review plans before forwarding.	n/a  Complete “Self-Directed PD Summary Template” (of each teacher’s self-directed plan.) Submit to PRSTA PD Chair (Angela) via email. Please send forms (once all are collected) to PRSTA PD Chair.
<b>Friday June 6, 2014</b>	Notify staff and submit “ELECTRONIC SCHOOL BASED	Complete “School PD Summary Template” (each school’s plan.) Forward to PRSTA PD

<p><i>School Based (1/2 day for report card writing) 1/2 day MAY be used for school goals</i></p>	<p>PLANNER” (school’s plans) to PD Chairs via email by <b>Friday, April 25, 2014.</b></p> <p>Notify staff and collect/submit all teachers’ SELF-DIRECTED PLANS to PD Chairs by <b>Friday, May 23, 2014.</b> Please review plans before forwarding.</p>	<p>Chair (Angela) via email.</p> <p>Complete “Self-Directed PD Summary Template” (of each teacher’s self-directed plan.) Submit to PRSTA PD Chair (Angela) via email. Please send forms (once all are collected) to PRSTA PD Chair (Angela).</p>
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**Self-Directed Professional Development Guidelines**

Teachers are permitted to submit self-directed plans two times only (2) per year: one (1) on a school based day and one (1) on a district based day.

During a conference year (Aiming for Excellence) teachers may not submit self-directed plans on any District Day. They may submit self-directed plans on one (1) School Based Day.

**Self-Directed Professional Development Criteria**

- 2) The professional development activity must *not* consist of
  - a) planning for courses, events, workshops, or other related activities.
  - b) marking and/or assessment
  - c) regular or committee meetings
  - d) work required for a Master’s Degree program and/or other academic/credit coursework

## **Self-Directed Professional Development Criteria**

Teachers must submit their proposals by completing the self-directed professional development form before the date set by the local professional development representative. It is the responsibility of the local PD Representative to submit all proposals prior to the date set by the PD Chair for submission to our employer.

Only fully completed applications submitted to the local Pro-D rep will be forwarded to the Professional Development Chair. *Late submissions must be re-submitted for the following non-instructional day*, according to the district calendar.

*The definition of the self-directed professional development activity shall be as follows:*

1) The professional development activity **MUST** consist of

- a) activities relevant to the practice of teaching and learning
- b) activities that further professional growth and development

2) The professional development activity **MUST NOT** consist of

- a) planning for courses, events, workshops, or other related activities
- b) marking and/or assessment
- c) regular or committee meetings
- d) work required for a Master's Degree program and/or other academic coursework

Revised 4/01/10

PROFESSIONAL DEVELOPMENT COMMITTEE  
Peace River South Teachers' Association  
School District #59

### **Self-Directed Professional Development Activity Application Form**

**Directions:** This form is to be completed by a teacher who will be engaging in alternate Professional Development activity on a regularly scheduled Professional Development Day.

Forms are to be submitted to the PRSTA Professional Development Chairperson or the sub local PD chairperson no later than three weeks prior to the scheduled activity.

Teacher name: \_\_\_\_\_

School: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Title: \_\_\_\_\_

Description of proposed Professional Development Activity:

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Location of Activity:

School \_\_\_\_\_

Signature \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Signature of PD Chairperson \_\_\_\_\_

Comments:

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**PRSTA School-Based PD Planner – For School PD Reps**

Name of School: \_\_\_\_\_

School Pro D Rep: \_\_\_\_\_

Date of NID: \_\_\_\_\_

Title of Workshop:

Presenter(s):

Participant

Names:



Description:

**Workshop #**

Local Chairperson Approval:		Date Approved:	
PRSTA PD Chair Approval:		Date Approved:	