

Section:	Personnel	
Title:	Management Professional Development	5.3

Purpose

To support professional development opportunities for management employees.

Policy

The Board values Lifelong Learning and expects all managers, including principals, vice-principals, and other exempt employees, to engage in learning opportunities that enhance their ability to serve the School District.

Management employees may participate in programs and activities, or acquire technology, which lead to professional growth, enhancement of skills and abilities, and increased overall competencies related to their current employment, future employment opportunities in the education sector, or a learning opportunity related to issues that are unique to Mission Public Schools.

Guidelines

1. The professional development must promote and support professional learning, growth, and development in the knowledge, skills, and attributes that lead to improved performance and practices related to their field of employment in the public education system or growth in the public education system, based on the educational needs of the employee and their growth plan.
2. An annual professional development budget will be allocated for each employee in accordance with their contract of employment.
3. Employees may use the funds for a broad range of professional development activities and/or the purchase of technological devices or equipment.
4. The use of the funds to purchase technology is subject to the following:
 - a. The device must comply with current district standards.
 - b. The device will be fully owned by the School District for three (3) years.
 - c. The device will be depreciated over three (3) years.
 - d. The device may be returned to the School District after the three (3) year ownership period or retained by the Employee for their future personal use.
 - e. If the Employee leaves the employ of the School District prior to the end of the three (3) year ownership period, the device must either be returned to the School District or purchased by the Employee at the cost of the un-depreciated value.
5. Funds made available for the senior management positions in accordance with their contracts of employment are to be used within the school year. Unused funds are generally forfeited if not used. With the approval of the Superintendent, funds may be carried forward for one year in special circumstances for a specific professional development opportunity.

6. Funds made available to Principals and Vice-Principals in accordance with their contracts of employment are to be provided to the Mission Principals and Vice-Principals Association in accordance with an agreement with the Association to manage the professional development funding for this employee group. Unused funds are carried forward to future years, as tracked by the Association. The Association is to provide an annual report to the School District summarizing the use of these funds.
7. Funds made available to all other excluded employees in accordance with their contracts of employment are to be used within three years. Unused funds may be carried forward for use within the three-year period. With the approval of the Secretary Treasurer, funds may be carried forward for one additional year in special circumstances for a specific professional development opportunity.

Date of Board Approval: April 16, 2013 (combined with trustee policy)

Date amended: December 14, 2021 (separate management policy)