

School Professional Development Committee Terms of Reference

Constituency and composition of the committee

The composition of the committee is determined by the collective agreement. The committee shall consist of the school administrator and other teachers on the staff.

Terms of Office

If a member of the committee is unable to complete their term on the committee, that group will choose another member. KTTA members elect a PD Representative or Co-Representatives in September of each school year.

Purpose of the Committee

The school professional development committee is required by the Collective Agreement. It is made up of the school administrator and other teachers on staff, consulting in a co-operative, collaborative spirit to arrange relevant, growth-oriented teacher professional development activities for designated school PD days and other professional development opportunities that the committee may determine.

Duties and Functions of the Committee

The Duties and Functions of the Committee are

- the ongoing identification and collection of educator needs, interests and issues related to professional development;
- to determine and/or plan teachers' professional development options for the designated committee-planned non-instructional days;
- to share information on professional development opportunities that may be of interest to educators;
- to share information on best practices related to professional development.

The School Professional Development Committee is intended to provide information and direction for teacher professional development at the school level, with a focus on determining and/or planning opportunities for school committee-planned non-instructional days. A few examples include:

- reviewing and meaningfully considering educator needs and interests when planning school Pro-D activities;

- arranging for presenters, organizing workshops, etc. for school PD activities;
- referring to the Joint Professional Development Handbook for information on PD planning;
- ensuring the school PD committee decisions comply with the Collective Agreement, KTTA Policy and Procedure and the school PD policy.

Role of the KTTA School Pro-D Representative

The elected KTTA school PD representative should

- act as Chair for the meetings;
- prepare and distribute the agenda and meeting minutes;
- submit required forms to KTTA for PD funding;
- keep accurate financial records of the school PD account.

*Note: Some committees choose a member to act as secretary to take meeting minutes.

Meetings

The committee should set regular meeting dates that allow the committee to plan for PD activities and attend to the business of the committee in a timely manner.

The PD Rep should provide the following administrative functions for the meetings:

- prepare meeting agendas with input from committee members;
- arrange for the meeting place;
- notify members of meetings;
- prepare meeting minutes for review by the Committee;
- make adopted meeting minutes available to the school Pro-D committee members and other KTTA members on staff.

Role of the members

The members should

- actively participate;
- come prepared and on time for the meeting.

Guests

KTTA members on staff may attend committee meetings. Guests other than KTTA members on staff may be invited to meetings as determined by the committee. Guests attending committee meetings should be there for the purposes of:

- providing information requested by the committee;
- training or consultation;
- providing a presentation.

Annual Review

These terms of reference will be reviewed annually by the School Professional Development Committee.

These terms of reference may be amended by a majority vote of the committee members.

School PD Representative

School Administration Representative

Date