

SELF-DIRECTED PROFESSIONAL DEVELOPMENT PLAN (PDP):

Planning Document Guidelines

The Self Directed Pro-D Activity planning initiative “recognizes that teachers' Professional Development requirements are diverse and that individuals or small groups of teachers can use their time wisely to meet their own needs. Professional Development is a teacher directed initiative intended to improve the quality of education. It consists of a variety of activities which may include studying professional literature or materials, taking courses, participating in research, engaging in collegial group activities, and attending conferences. Professional Development is **not** marking, classroom setup, lesson planning or participating in personal endeavours.”

Teachers may elect to create a Self-Directed Professional Development Plan for the current or next school year. It is important to note that the summer days can be replaced with days in- lieu during non-instructional time throughout the school year. The October and February days are mandatory days of work.

In-lieu days are not an option for the October and February Professional Development Days.

For both instances, the Self-Directed Professional Development Planning Document must be completed by the teacher and acknowledged by the school Principal.

The Self-Directed Professional Development Plan shall be:

- completed, and submitted to your Principal for acknowledgement for summer days in lieu by **June 30th**, or as soon as possible in the new school year when teachers are assigned to a school after **June 30th**.

OR

- completed 10 days prior to the October and February Professional Development Days.

AND

- filed at the school level and sent to the COTA Professional Development Chair.

The parties recognize that a collegial atmosphere of support and trust is necessary for the success of the Self-Directed Professional Development Plan.

All full-time teachers will be held accountable for fulfilling all five (5) Professional Development Days.

Part-time teachers are held accountable for fulfilling a pro-rated number of Professional Development Days.

One Pro-d day of a self-directed activity or activities should be equivalent to an instructional day.

Failure to indicate and undertake one of the above options may cost Special Circumstance Leave day(s) (ie. the cost of a TOC – see article G.30 in the Collective Agreement).

PLEASE NOTE the following for summer days only:

Teachers currently on leave and teachers hired after the summer pro-d days will have the option to be considered for a Professional Development Plan beginning at a date mutually agreed to by the teacher and the principal.

Changes to the Professional Development Plan Document may be made at any time through mutual agreement between the teacher and the principal. A Professional Development Plan cannot, however, be extended beyond June 30th of the applicable school year. Credit for completion of Professional Development Plan activities cannot be extended from one school year to another.

Self-Directed Professional Development Plan (PDP): Planning Document Guidelines - Revised April 18, 2011