

Professional Development Policy 2024-25 Itinerant Teachers

1. This policy will be reviewed annually in October before being submitted to the Joint Professional Development Committee.
2. Professional Development money will be held in Individual Accounts.
3. Each full-time equivalent (FTE) teacher's professional development allowance is \$210.00 (in 2024/25). Part-time teachers will have a pro-rated amount of money based on FTE.
4. Individual Professional Development Accounts will be allowed to reach a maximum amount of \$1000. After a teacher accumulates \$1000, their professional development allotment will be moved into the general staff account.
5. Any personal allotments that are not used this year will be rolled over to next year as long as teachers are still in the same itinerant position. Teachers who are no longer on the itinerant teacher list will no longer be able to access their allotment next year. Continuing itinerant teachers who are on leave will have their funds held for one year (or 18 months in the case of pregnancy/parental leave).
6. Teachers who spend more than their individual allotment or who claim for something which does not meet the criteria of an acceptable expense (see 10) may bear the additional costs themselves. Pre-approval for expenses is recommended. For pre-approval, consult with your STA Professional Development Representative.
7. All requests for funding must be accompanied by original receipts.
8. The STA Professional Development Representative manages the teacher professional development account and is responsible for decisions related to teacher professional development money.
9. Teachers may use Professional Development funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee.
 - a. Professional conference* registration and related expenses
 - b. Professional workshops*
 - c. School visits
 - d. Academic courses*
 - e. Professional* association membership dues
 - f. Expenses and honoraria for presenters
 - g. Individual research expenses EXCLUDING personal payment
 - h. Professional* books and journals from our pre-approved list
 - i. Staff retreats/staff development activities
 - j. Release time for staff-initiated meetings and work sessions
 - k. Other claims that benefit a teacher's practice may be proposed in writing in advance

*NOTE: Professional refers to items directly related to the teaching profession, and which are linked to a teacher's current position as a teacher. Professional items do not include personal financing, personal health, personal wellness, etc.

NOTE: Professional Development funds may not be used to purchase equipment of any kind or for personal payment of any kind.

NOTE: Teachers claiming a credit course will be required to complete a separate form that indicates they will not use any reimbursed portion of their tuition as a tax credit.