



HUMAN RESOURCES MANAGEMENT 31 – Supporting the Growth and Development of Support Staff

Date: July 16, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

The Board provides a means for support staff to continue their learning in order to meet the needs of students.

2.0 PROCESS

The Superintendent or designate is responsible for maintaining this Administrative Practice.

3.0 GUIDELINES

- 3.1 All staff are responsible for identifying their learning needs and preparing and executing an improvement plan.
- 3.2 Staff are expected to participate in staff development activities subject to budget limitations and time availability as determined by their supervisor or principal.
- 3.3 Each Division school principal and department shall report in writing to the Superintendent his/her school's staff development plan by October 30th of each school year. The format for submission of this plan may be established by the Superintendent.

References: *Board Policy: E/III/6*