

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: GCJ</b></p>
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## **PROFESSIONAL DEVELOPMENT OF ADMINISTRATIVE PERSONNEL**

This policy provides an opportunity for a school administrator to experience and develop expertise in a school other than the one they presently administer. Professional development is not limited to administrative experience only but may be used to allow for a defined period of teaching experience.

1. Professional development assignments for up to one year will be considered upon application to the Superintendent. This temporary placement will be considered as a professional development opportunity for administrators and shall involve only the applicant.
2. Pending retirements, staff turnover, school moral, administrator's health problems, or other reasons may subsequently affect the time frame and/or plan, but the accommodation of such deviations shall be at the discretion of the Superintendent and the school Board.
3. All school administrator positions (ie. principal or assistant principal) with at least five years of service in a school in the Kelsey School Division, may apply for consideration of this professional development plan.
4. All plans shall be determined prior to March 31 of any year. The school administrator will receive notification in writing. The staff in the school to which a principal is assigned shall be notified of the appointment at the time.
5. The difference in allowances under any plan shall be considered by the Board prior to approval. When a school administrator initiated reassignment from an administrative position to a teaching position or other position not carrying an allowance is approved, no allowance will be paid to the administrator who has assumed duties other than administrative.
6. The number of professional development opportunities in any given year shall be at the discretion of the school Board.
7. Orientation for the administrator moving for professional development reasons shall occur prior to the plan taking effect.