

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: GCLB</p>
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ADMINISTRATIVE INTERN PROGRAM

1. Teachers interested in becoming administrators by enhancing their abilities and skills in administration are encouraged by Kelsey School Division to take advantage of such opportunities. These opportunities could take the form of workshops, conferences, courses, or inservices designed by the Division. Any activity which leads to an improvement in the teacher potential as an administrator is included in this category.
2. Kelsey School Division Board feels that professional development is an important and integral part of education and thus desired to encourage and facilitate the participation of staff in professional development opportunities. However, the attendance of teachers at professional development sessions designed specifically for administrators does not always serve the best interest of the school Division and does not always result in direct benefit to the Division. Future benefits for the Division may be evident, however, the division feels that professional development requests of this nature are usually for personal advancement and best serve the interest of the applicant only.
3. Kelsey School Division will therefore only support 50% of the approved expenditures for the above noted professional development sessions: the approved accommodation, meals, registration, substitutes, travel, and any other expenses incidental to the course. If Kelsey School Division required the attendance of any teacher at any session, full approved costs will be supported.
4. All requests are to be approved by the Superintendent or his designate in accordance with the accepted established practice for dealing with any professional development requests.