

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: GDL</p>
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PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR NON-TEACHING STAFF

As more and more frequently inservice/professional development opportunities are being developed for non-teaching personnel, and as more and more frequently requests for inservice are being received, the following guidelines will be followed:

- 1) Professional Development opportunities will be considered only if personnel apply for programs designed specifically for and which relate directly to their assigned duties (i.e. secretaries to secretary inservices, library-clerks to library inservices).
- 2) All attempts should be made to design and schedule professional development opportunities in The Pas or surrounding areas in order to provide the most economical means of development.
- 3) All requests will be dealt with on an individual basis.
- 4) The expenses may be supported in whole, in part or only to the extent of allowing a leave of absence for the time.
- 5) A written recommendation of the immediate supervisor shall be included with request for financial support from the Division.

