



CAMPBELL RIVER

School District 72

Professional Development Handbook

Updated 2026

PROFESSIONAL DEVELOPMENT IN SCHOOL DISTRICT 72

Definition: Professional development is a process of ongoing growth through programs, services, and activities designed to enable teachers, both individually and collectively, to enhance their professional practice.

The purpose of professional development is to assist members in:

1. building and strengthening themselves as a professional body.
2. establishing and maintaining a professional relationship with students/parents.
3. initiating curriculum and instructional reform directed to improve teaching and learning.
4. developing, discussing, revising, and applying educational theories.
5. improving the quality of professional practice through career-long professional development.
6. engaging in professional and collegial conversations.

[BCTF Professional Development Lens](#)

Responsibilities: Professional Standards for BC Educators, Standard 7 – Educators engage in professional learning and reflective practice to support their professional growth. Educators recognize and meet their individual professional needs through various learning opportunities. Educators develop and refine personal philosophies of education, teaching and learning that are informed by research, practice and the Professional Standards for BC Educators.

[Professional Standards for BC Educators](#)

This publication is intended to clarify the roles and responsibilities of the partners for Professional Development in SD 72 and to summarize the avenues through which professional development activities can be funded. It includes references to the Collective Agreement, CORE Pro-D Committee procedures and customary practice. Please consider it your guide to making the most of the opportunities for professional growth in the Campbell River School District.

School District 72 takes a strong and in many ways unique approach to the professional development of its employees. Article F.21.2 of the Collective Agreement makes provision for its funding as follows:

Funding

F.21.2

- (a) The Board shall budget annually a fund for the purpose of promoting Professional Development of the teaching staff of the school district.
- (b) The Board shall place an amount equal to 1% of the total gross salaries of employees covered by this agreement in this fund.
- (c) The Board shall also place into this fund an amount equal to $\frac{1}{2}$ of 1% of the total gross salaries of Administrative Officers employed by the Board.

Roles and Responsibilities

Administration of Programs and Funding F 21.3

- (a) The Professional Development fund, shall be administered by the Superintendent in consultation with the district Professional Development Core Committee (hereinafter referred to as the “Core Committee”)
- (b) The Core Committee shall have a Professional Development Handbook. This handbook shall be subject to review and may be revised as necessary. The review shall occur once per school year.
- (c) The Core Committee shall be comprised of
 - the Superintendent (or designate)
 - a member of the Board
 - the Association’s Professional Development Chairperson and/or the District Professional Development Coordinator
 - two Administrative Officers appointed by the Campbell River Administrator’s Association
 - eight teachers elected to represent each area as follows:
 - Primary (1)
 - Intermediate (1)
 - Middle School (1)
 - Secondary (1)
 - Special Education (1)
 - Association Groups (1)
 - Indigenous Representation (1)
 - TTOCS (1)
- (d) The Core Committee shall elect one of its members to chair the committee.
- (e) A quorum shall be a majority of the members of the Core Committee.

Responsibilities:

- The Core Committee, in consultation with the Superintendent, shall administer the Professional Development fund as established by the Board
- The Superintendent, in consultation with the Core Committee, shall establish the model of Professional Development to be used in the School District F.21.3. f
 - Individual
 - School
 - District
- The Core Committee will work with the Superintendent and the Pro-D Coordinator to establish goals, plans, budgets and strategies to meet the professional development needs of the district.

CORE Pro-D Coordinator

- This CRDTA position, is charged with the planning and promotion of professional development in the District.
- Works with the Superintendent and the CORE Committee to establish goals, plans and strategies to meet the professional development needs of the School District.
- Develops and monitors the CORE Committee's budget under the direction of the Superintendent.
- Coordinates all aspects related to the District professional development days.
- Supports and assists in each school's specific school-based professional development activities.
- Monitors and where practical, assists in professional development activity initiatives of small groups or individual teachers.
- Communicates on a regular basis with the Superintendent, Board, and CORE Committee on all aspects of programs developed or initiated.

School Based Professional Development Representatives

F.21.3.g

- (g) Subject to the approval of the Superintendent, a school's elected Professional Development Committee and the principal shall be responsible for:
1. submitting a Professional Development Plan for the school to the Core Committee, ideally by October 15th each year; and
 2. expenditure of the Professional Development funds allocated to that school

Responsibilities of School based Professional Development Committee:

- Collaborate with the School Pro-d Committee, the school staff and the principal to support and encourage teacher professional development in the school
- Jointly administer school based professional development funds with the principal in consultation with the Pro-D Committee and teachers.
- Track expenditures against the school based professional development account (school secretaries have these records)
- Assist in planning activities for school based professional development days
- Assist teachers with grant applications and other options for funding Pro-D opportunities
- Keep the district Pro-D Coordinator informed of school-based activities and teacher pro-d needs
- School based Pro-D rep will attend district Pro-d meetings when called

Funding for Professional Development Activities

School Based Professional Development Funds

Each year, on September 30, an allocation of \$150 per FTE will be made to each school to be administered by the elected School Pro-D committee in partnership with the school principal. School allocations will be capped at 3x the yearly allocation.

CORE Pro-D has established the following guidelines for its expenditure:

Guiding Principles for the Use of School Based Pro-D Funds

- Decisions about the use of school Pro-D funds should be guided by the SD 72 Principles of Professional Development, namely that Professional Development in our District...
 - Is based on the belief that Professional Development must have a positive impact on student learning
 - Is connected to pedagogy
 - Is a professional responsibility guided by personal, school and district growth plans
 - Promotes a commitment to the development and enhancement of professional knowledge and skills
 - Encourages and supports educators working together to reflect on their practice
- The school Pro-D committee and the school principal will develop a long-term plan for the wise allocation of school Pro-D funds.

- The school Pro-D rep and the school principal work to build consensus among the staff regarding the use of school Pro-d funds.
- School Pro-D funds can be used for:
 - Releasing teachers for Pro D events and initiatives that support the school's Pro D plan
 - School or small group collaboration, speakers, food, supplies, resources, support for designated departments or designated priorities.
 - schools can pool their resources
 - Knowledge Holders and specialists/experts providing mentor and learning sessions hosted in classrooms for the purpose of walking alongside to watch, listen and learn.
- School Pro-D funds will not be used for:
 - self-directed funds or individual subsidies not included in the School Pro-D plan
 - *Individual subsidies can be requested through Special Request grants in Core Pro D*

Individual Pro-D Funds

The Purpose of the Individual Pro-D allocation is:

- To provide a high level of teacher autonomy regarding their personal learning.
- To allow for learning in an area that does not directly align with school based or district based professional development but does meet the district guiding principles.

Each year, on September 30, continuing teachers or those with a contract, will be allocated \$400 (pro rated for less than 1.0 FTE). These funds will be capped at \$4000.

- These funds can be used for any purchase or activity that develops the teacher professionally. [Teacher Professional Development Request for Reimbursement -12.1.25.pdf](#)
- Professional materials including:
 - professional books (pedagogical) which may include teacher guides
 - professional videos
 - subscriptions to professional journals including online publications, educational websites, and journal services.
 - Professional memberships – such as [Provincial Specialist Associations](#).
 - Conferences, Workshops, Seminar fees. Including travel related expenses and meals.
 - These activities must be related to your teaching practice or future teaching goals.
 - Materials used in workshops
 - Per Diem expenses do not require receipts
 - \$67.00 per day; breakfast \$15.00, lunch \$20.00, dinner \$32.00
 - *Submit per diem amounts only for meals you are out of pocket for.*

- University credit courses and associated textbooks. Including non-credit courses, MOOCs and online courses.
 - Must include record of course completion before reimbursement will occur.
- TTOC Costs to:
 - Attend Conferences, Workshops, Seminars (In person or online)
 - Collaborate with colleagues, observe colleagues in action.
 - *TTOC costs have a flat rate of \$550*
- Specialist/Experts providing mentor and learning sessions in the classroom to learn alongside students and build teacher capacity
- Indigenous Honorarium: Requires Preapproval Please contact the Indigenous Education Department to arrange Knowledge Holders.
 - Professional learning done with Indigenous Knowledge Holder through conversations, discussion, mentorship
 - Knowledge Holders providing mentor and learning sessions hosted in classrooms for the purpose of walking alongside to watch, listen and learn.

- Items or activities not covered by Individual Pro-D funds:
 - Activities that do not relate to your teaching profession
 - Technology Devices/Tools:
 - If there is a device or tool you require to compliment/evolve your teaching practices, please use the special request form for preapproval before purchasing.
 - Current district policy provides every teacher with a 0.2FTE temporary or continuing assignment with a computer device to use for work purposes
 - Classroom resources such as:
 - Materials for student learning: blackline masters, workbooks, manipulatives, classroom books, posters, dictionaries, toys, equipment, supplies, assessment tools.
 - Materials/Worksheets/Lesson plans from sites such as: Teachers pay Teachers.
 - If there are student learning materials needed to be able to do your job, please speak to your administrator.
 - Gym/athletic memberships

All Individual funds are for the use of the individual and shall not be used to purchase items or fund another teacher or district employee,

Self Directed Pro D

- When participating in Self directed Professional Development during a District or School-based Pro D Day please complete this [form](#) and submit to your school's administrator.
 - Self-Directed Pro D must adhere to the guiding principles of Pro D in SD 72.

Deadlines for Reimbursement

- Receipts must be submitted within 60 days after the activity, workshop or course concludes
- Receipts for books or other Pro D purchases must be submitted within 60 days of purchase
- Receipts for summer Pro D expenses must be submitted by September 30th

Appeals Process

- Any individual or group may present in writing to the Pro D Coordinator or the Pro D Chair an Appeal for Reconsideration of a Professional Development decision. The Pro D Coordinator/Chair shall bring this Appeal for Reconsideration to the Core Pro D Committee for discussion.

Additional Support for Professional Growth

- [Mentorship](#)
 - Voluntary and teacher led, mentee/learner centric.
 - A reciprocal learning partnership where all members are learners and leaders.
 - Allow for release time for learning partnerships to observe, model, co-teach plan and reflect.

- Available to and centred around teachers new to the profession, the district, their role, or those experiencing a significant shift in educational practice.
 - Funds to support Mentorship will come from retired teachers or teachers who have left the district with remaining Individual funds in their accounts.
- [Special Request Grants](#) are available when Individual funds have been exhausted or will be exhausted for a Professional Development expenditure.
 - Must meet the district guiding principles of Professional Development
 - Maximum of \$500/request
 - May apply once every 3 years
 - Submit for preapproval at least 2 weeks in advance of event or for items that fall outside of the Professional Development criteria
- The [Collaborative Learning Team Grant](#) provides support to groups of teachers who wish to work cooperatively to investigate topics in education.
 - The grant is intended for projects that require a commitment over an extended period that may benefit from an operating budget.
 - Two grant intake times: September and February
 - Teams may be comprised of teachers from one or more schools and will consist of more than 2 members.
 - Teams may be limited to 8 members.

- Learning teams may apply for up to \$100 per member to support their work and two days of release time.
 - The funds provided in the Collaborative Learning Team Grant follow the same guidelines as the Individual and School Pro D funds.
- [New Teacher Conference Grant](#)
 - This grant is designed to encourage new teachers to engage in professional development focused on their unique needs, support their growth in developing teaching practices, and provide opportunities to network with other early-career teachers.
 - Covers registration, travel, TTOC costs, and accommodation expenses for one new teacher conference per year, up to \$1,000, for a maximum of two years.
- The *Local Specialist Association Grant* is designed to assist groups of teachers in a specialty area with expenses such as meeting costs. LSA's may be granted \$50 per member per year, up to a total of \$500.
- [Teachers Teaching Teachers Grants](#) reward teachers for providing workshops to other teachers within the district.
- Educator Book Club
 - Opportunity to connect across District
 - Open to all educational assistants, administrators and teachers.

- Resource provided, each club arranges their own meetings.
- All participants will complete a reflection survey.

Are there other sources of funding available to support my professional growth?

- BCTF T.I.P grant (Teacher Inquiry Project) – deadline to apply is early October. Any teacher can apply for a group looking to complete an inquiry project. The BCTF provides a facilitator for 6 learning sessions over the school year. The Core Committee will match the TIP grant funding for groups that are established.

Frequently Asked Questions

How do I book a TTOC?

- Follow the instructions in [Booking ProD TTOCs.pdf](#)
 - If booking a TTOC from Individual funds please submit an application 2 weeks in advance to Darlana De Vito
 - There is a professional expectation that when booking a TTOC for Pro D purposes it has been discussed with your administrator in advance.

How do I apply to be reimbursed for [Pro-D expenses](#)?

- You will find a reimbursement [form](#) on the professional learning page within the [72learninghub.ca](#) or by following the links to [Pro-D](#) under the department tab in the employee portal [www.sd72.bc.ca](#) – or speak with your School Pro-D representative.

- Your Request for Reimbursement must be signed by both the school Pro-D rep and the schools' principal if you are away from the district, using a TTOC or accessing school-based pro-d funds.
- Please attach all original receipts.

Where can I find the forms to apply for Pro-D grants?

- You'll find all Pro-D information and forms in the teacher section of 72learninghub.ca under [Professional Learning](#)

What is/is not Professional Development?

- Professional Development is tied to a teacher's professional learning and does not include those tasks that are the responsibility of the teacher such as assessment and reporting, planning, or parent communication.

For more information about any aspect of Professional Development in SD72, please check out the [professional development page](#) and don't hesitate to contact the Pro-D Coordinator - prod@sd72.bc.ca