

6.50 PROFESSIONAL DEVELOPMENT (PD)

Tashkent International School (TIS) is committed to encouraging staff members to engage in professional development (PD) which would benefit student learning.

6.51 SCOPE AND FUNDING OF PD

Professional development encompasses many areas such as collaborative teaching, mentoring, coaching, writing articles, giving workshops, conducting action research, reading, watching videos, moderating assessment, attending conferences, conducting accreditation visits, studying academic courses, and visiting other schools. However, in this policy document, the focus is on how the allocated PD budget is used at TIS, how staff members can use their individual allowances, and the processes involved in both.

Two types of PD are considered:

- School mandated training (such as, but not limited to, IB, accreditation, and leadership training) as required by the school's mission and strategic plan.
- Personally-requested PD which must also be in line with the school's mission and strategic plan.

These are separate items in the overall budget allocation for PD. In other words, a set amount of funds is allocated to school-mandated PD and personally-requested PD.

Approximately 2% of the school budget is dedicated to PD funding, with a fixed amount allocated to school-mandated training and personally-requested PD for the upcoming year.

In the case of malpractice, misuse of PD Funds or disqualification from a PD workshop or course, the staff member will be responsible for the reimbursement of PD funds given by the school.

6.52 PERSONALLY-REQUESTED PD FOR TEACHERS

All professional development must be in line with the school mission and strategic plan. Personal professional development should preferably take place during non-contact/teaching time and absences from school minimized during any one academic year.

TIS believes that it is the responsibility of individual staff members to take an active role in the process of planning their own staff development. Personally-requested PD funds are contractually guaranteed, and available from the first day of the contract.

Requests for personally-requested PD are made through the PD application form.

The personally-requested PD allowance, set at \$850 for 2009-2010 and index linked to the average salary from the FTRO scale thereafter may be saved for up to two years. In addition, a PD loan is available of up to two times the PD allowance. Thus, it is possible to obtain a total of four times the PD allowance at one time.

There are potentially a wide variety of ways that personally-requested PD funds can be used such as, but not limited to, the following:

- Educationally relevant courses, conferences, workshops and training including those

- online.
- Professional development and teaching resources including books, professional journals, periodicals and audio visuals for personal professional development or as a personal supplement to classroom resources.
- Technology and software that will enhance the performance of teaching and/or classroom instruction.

Personally-requested PD funds may not be requested by a teacher during the last semester of their final contract.

6.53 SCHOOL-MANDATED PD FOR TEACHING STAFF

In addition to personally-requested PD, the school may identify school-wide program needs and thus assign staff members to PD. A teacher receiving school-mandated PD may also receive personally-requested PD in the same year.

Recommendations for school-mandated PD are made by Administration, who may also receive recommendations from the business manager, IB coordinators, and other staff. The final decision lies with the Director.

The school recognizes the benefits of bringing in educational experts to the school for school-wide training. In addition, the school strongly encourages in-school training from experts within TIS.

6.54 SUPPORT STAFF PD

Support staff has available PD money up to the amount designated by the Board to increase competence in the area pertinent to their TIS job description. All such allocations are at the discretion of the Director.

6.55 PART TIME STAFF PD

Staff working less than full-time will be allowed a pro-rated professional development allowance as allocated by the School Board. All such allocations will be at the discretion of the Director.