

Centre for Christian Studies Continuing Education Policy

Professional Development

Purpose:

The purpose of this policy is to ensure that all continuing staff have access to the educational opportunities that will enable them to function effectively in their positions.

Policy:

All staff are eligible for an equal portion of the money allocated in the annual CCS budget for Continuing Education. Money may be used toward the costs of courses, events, professional books or periodicals, degree studies or self-directed learning plans that will contribute toward the effective functioning of staff in their positions. Payment will normally be made upon presentation of receipts to the Administrative Assistant.

Protocol:

1. Staff will normally discuss their plans for upcoming continuing education with the Principal during their annual Performance Review.
2. Encouragement will be given for educational experiences that are directly job related, offer skills/knowledge that will be of direct value to the staff person in their work and to CCS, and that will directly enhance the ability of the staff person to do their job effectively or offer research on Education, Pastoral Care or Social Ministries that contributes to the field of knowledge.
3. Payment will normally be made upon presentation of receipts to the Assistant Administrator, but advances can be requested for registration or travel to events as long as receipts are provided following the events.
4. Staff are encouraged to seek other funds to help cover costs of professional development.
5. If money remains unspent by individual members of staff by November 15, the Principal may check with the staff member to ascertain their intentions the money. If it will not be spent by the individual within the calendar year, the money may be used for general Staff Development.