

EMPLOYEE INVOLVEMENT IN EXTERNAL PROFESSIONAL ACTIVITIES

Policy Statement

Eastern School District recognizes the value of supporting opportunities for employees to engage in professional activities outside of those which are district-initiated, and will endeavor to support such requests to the extent possible, within the parameters outlined herein.

Rationale

Eastern School District recognizes the value of supporting professional development opportunities for teachers, administrators, and district office personnel and the improved professional practice which can result. It also accepts its responsibility to ensure employee involvement in outside activities does not compromise classroom instruction, school administrator services and support, and district program support. This policy provides a framework to support these two objectives.

Scope

This policy applies to all teachers (classroom teachers, school administrators, program specialists and district-based special services itinerants) with Eastern School District, as well as all departments/agencies/groups external to Eastern School District, who wish to avail of the services of Eastern School District employees.

Procedures

1. All requests from external departments/agencies/groups/school boards to engage the services of a teacher from Eastern School District must be made in writing to the CEO/Director of Education or designate, as outlined in the district's Administrative Guidelines.
2. The district's Administrative Guidelines will be revised annually by the CEO/Director of Education or designate, in consultation with the Administrative Council.
3. When considering requests under this policy, the district will be guided by the following:

- The amount of time teachers are away from their regular assignments has a direct impact on the district's ability to deliver services. Thus, a degree of caution will be exercised when assessing the amount of time commitment required.
 - Frequency of meetings.
 - Number of prior-approved requests.
4. Prior district approval is required for all teacher participation in activities contained within this policy.
5. Activities included for consideration within this policy include:
- Department of Education Committees
 - Department of Education Working Groups
 - Public Exam Review Committees
 - Provision of professional development to other school districts within the province of Newfoundland
 - Other, as deemed appropriate by the CEO/Director of Education or designate
6. All approved activities will be for a maximum one school-year period (or to the end of the current school year if the request has been received after the school year has commenced).
7. Decisions regarding requests under this policy will be made in consultation with district office personnel and school administrators.
8. Effort will be made to ensure that all such opportunities are available to as many employees as possible (equitable opportunity).
9. Request will consider
- Time required
 - Impact on school/district level
 - Potential contribution to employee's professional development
 - Connection to employee's current assignment

Authority: Eastern School Board
Legal Reference:
Cross Reference: The Schools Act, 1997

Date Approved by the Board: August 17, 2005
Date of Amendments: