



# Professional Development Collaborative Model 2017/18

## **WE BELIEVE:**

**All staff working in SD33 are educators.**

**Powerful professional learning is based on inquiry.**

**Learning is ongoing and reciprocal.**

*Compiled by the District Learning Committee*

# COLLABORATIVE PROFESSIONAL DEVELOPMENT

## WHAT IS IT AND WHY?

As we work together to build a learning community across the district, collaboration and professional development are critical to our success. The after school collaborative Professional Development sessions are designed to provide an opportunity for us to do this in an ongoing way. Research tells us that when we share and learn together on a regular basis, we build our knowledge and skills and develop into a cohesive and trusting team. This type of professional development is a change from traditional formats for learning that reflects the increasing complexity of our work, addresses the need for collegial work and gives value to what we instinctively do in vibrant schools. We all work with students and our common goal is their success.

For the upcoming 2017/18 school year, staff will have the opportunity to attend 10 - 11 hours of after-school ProD sessions in lieu of 2 school days: November 24, 2017, and May 18, 2018. Each staff will have the opportunity to determine the frame and floor plan of their own professional development. Working out the details across staff groups and across diverse schedules is a challenge but one we believe we are making good progress in addressing. The primary purpose of these sessions is to allow school teams to meet collaboratively to build their expertise and to share their knowledge. **It is expected that sessions will be jointly planned and designed by a school based professional development team.** Every staff member has the opportunity to be involved in the planning of the collaboration activities at your school. Be prepared to participate in the Planning Committee in order to have your voice heard. Learning to work in a complementary and shared way will help us all to be more effective in dealing with the challenges we face.

## THE PLANNING COMMITTEE:

Where one is not already in place, each school/site needs to establish a Planning Committee to ascertain the professional development needs of their staff. Participation on this committee is voluntary, but this should consist of at least the CTA ProD Rep, another teacher, a principal or vice principal, a CUPE member, and where applicable, a management member. The purpose is to determine the direction of the 5 or 6 Collaborative ProD sessions. The choice of broad, inclusive topics will ensure greater relevancy to all staff.

## INTRA-DISTRICT AFTER SCHOOL COLLABORATION:

- This year, staff will again have the opportunity to choose between their school collaboration group and a district discrete group.
- The district discrete groups must have a minimum of 4 members with a maximum of 15 members.
- The district discrete groups will pursue a common question or focus throughout the 2017/18 school year, and be lead by a facilitator trained in Inquiry..
- Further training for more facilitators will be provided in the Fall 2017 for the 2017/18 school year and in the Spring of 2018 for the 2018/19 school year.
- Intra-district groups will submit an Intra-District After School Collaboration Document to either the CTA Pro-D Chair (CTA members) or CUPE Chief Shop Steward (CUPE members) and a copy to each members' Principal before November 24, 2017.
- Intra-district group members will need to report back to their school staffs at the last after school collaboration session or at a staff meeting.**

## **CHOOSING DATES FOR 2017/18:**

1. The suggested dates for all work sites for the 2017/18 school year have been set for the last Wednesday of the following months:

Wednesday, October 18 or 25, 2017

Wednesday, January 31, 2018

Wednesday, April 25, 2018

Wednesday, November 29, 2017

Wednesday February 28, 2018

Wednesday, May 30, 2018

**Staff are requested to avoid scheduling other activities such as sports games, inservice, or union meetings for these afternoons.**

2. Please note that staff could make a group decision to meet on a different date within the last week of the month. However, there could be a conflict with other events happening in the district.

**The district wide days in lieu are November 24, 2017 and May 18, 2018**

## **SUGGESTIONS: Building teamwork - some things to keep in mind**

- The most powerful forms of staff/professional development occur in ongoing teams that meet on a regular basis
- All students in the school are the collective responsibility of the whole staff
- Building an effective, respectful team is the first step and valuable work in itself
- Set norms or guidelines for meetings
- Be respectful, understand that diverse perspectives are healthy and give everyone a voice
- Look at current practice and project where you'd like to be
- Set attainable goals but not too many

*Good luck in your ProD Planning!*

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## **QUESTIONS / ANSWERS regarding the Collaboration ProD model:**

### **How do we get started?**

Prior to the end of the school year, or in early Fall (mid October at the latest), the Planning Committee at each school should meet to make a proposal for the upcoming year. This should be presented to the staff for discussion.

### **What are we supposed to do during this time?**

Groups should be working on common goals throughout the after-school collaboration. This allows for follow-up and reflection - a cornerstone of effective professional development. You could also be involved in an intra-district discrete group.

## **QUESTIONS / ANSWERS regarding the Collaboration ProD model (cont'd)**

### **Could we work on an inquiry project at this time?**

Yes, in fact discrete groups should have a facilitator and could be working on an Inquiry question.

### **What about the other things that I do in my own time?**

Other after-school activities or inservice that may occur during the year do not factor into this accumulation of time towards the 2 days in lieu. Those activities tend to be individual in nature and the intent of the collaborative model is to allow groups to work together.

### **Can I do self-directed on the Wednesday collaboration days?**

**NO.** Collab dates as scheduled are designed for collaborative group work. Teachers who choose to do self-directed ProD activities are reminded that these happen on November 24th and May 18th, not during the after school session times.

### **Can I work at home on November 24 or May 18 if I am doing self-directed?**

**NO.** Self directed must be at a school site or workshop location. Please ensure you have filled out a Self-directed form and sent it to the CTA ProD Chair.

### **What about staff who choose not to attend these sessions?**

We encourage all staff to participate in this valuable collegial ProD model. However, it is voluntary. Teaching staff choosing not to participate are responsible for planning their own professional development for November 24th & May 18th. There will be no district planned activities organized for these days. Teachers must provide copies of a Self-Directed form to the CTA ProD Chair at the CTA Office. CUPE staff should consult with their supervisor.

### **What if I am absent on a Collaboration Day?**

If you are absent from school on the day of a scheduled after-school session due to illness or emergency leave, you do not have to make up time for the day in lieu. However, missing the session for involvement in sports, union, personal or other reasons will negate the day in lieu. Unique circumstances need to be discussed with the individual's supervisor.

### **What about staff who want to be part of a school based discrete group?**

It may be beneficial for some staff to meet as focus groups to satisfy their Pro D goals. The same parameters apply: collaborative work over 10 - 11 hours outside of regular scheduled hours, through a series of 5 - 6 sessions. Discrete groups at school sites should include a minimum of 4 people (ie primary, intermediate, Humanities, Science). Each group should share with their principals their topics. These plans need to focus on improving educational practice and have a method of reporting back to the larger staff.

### **Can I spend half of my after school collaboration time with an Intra-district discrete group and half of my time with my school group?**

**NO.** You have to choose either being a part of a group at your school or an Intra-district discrete group.

### **Does there need to be a facilitator for an Intra-district discrete group?**

**YES.** Facilitator training has been provided by the CTA in the past. Additional facilitator training will be available in September 2017 for the 2017/18 year and again in May for the 2018/19 school year.