

South Shore Regional Professional Development Fund Guidelines - Educational Leaves of Less Than One Year (60 to 75 Days)

For the 2012-2013 school year there will be a maximum of four (4) Educational Leaves of Less Than One Year (60 to 75 Days). The number of leaves in this category for the 2013-2014 school year will be announced no later than February 28, 2013.

Purpose

- To allow a teacher to pursue a long term professional development opportunity such as attending University for a semester.

Eligibility

- Any permanent, probationary, or term teacher employed by the South Shore Regional School Board. Teachers granted an educational leave are required to remain in the employ of the School Board for a period of time equal to twice the length of the paid leave.
- The leave shall be related to the work for which the teacher is responsible or may reasonably be expected to be responsible for in the future. Educational leaves shall not be granted for in-school organizational and housekeeping purposes.
- Applications will only be considered if they meet one or more of the program priorities established by the South Shore Regional School Board and any additional criteria established by the Committee.
- It is expected that applications for study will include the applicant's registration in a full university course load or participation in a full time practicum or internship. Applicants are required to provide an unofficial transcript of course work completed during the leave.
- Preference will be given to those candidates who have not received an Educational Leave of 60 days or more within the last five (5) years.

Application Procedure

- Teachers must complete the Educational Leave of Less Than One Year (60 to 75 Days) Application Form available on the Board Website on or before the announced deadline.
 - Teachers must include a clear and detailed outline of the proposal and a clear and detailed explanation of how the proposal meets one or more of the program priorities established by the School Board and any additional criteria established by the Committee with the application form.
- The Director of Human Resources may deny an application for reasons related to personnel or operational matters. If the Director of Human Resources declines to forward an application to the Committee for consideration, the applicant will be given the reasons in writing.

Review Process

- The Committee may conduct personal interviews with shortlisted applicants and will assess the applications using the Educational Leave Scoring Rubric.

Expenses

The following expenses will be covered:

- Replacement teacher costs

Please note that the Professional Development Fund does not cover any other costs, including tuition for courses taken, in whole or in part, while the teacher is on Educational Leave.