

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name NON-INSTRUCTIONAL EMPLOYEE TRAINING

703

Board Approved:

March 12, 1999

Reviewed:

October 17, 2006

Review By: December 2016

~~December 2014~~

POLICY

The Superior-Greenstone District School Board recognizes the value of encouraging and assisting non-instructional employees in suitable job-related training in support of the educational process in its schools.

PROCEDURES

1.0 Needs Assessment

The Board's supervisory staff shall have responsibility to identify the training needs of non-teaching staff.

2.0 Access

2.1 Board-Directed

When the Board requests an employee to take specific job-related training, all of the costs will be borne by the Board.

2.2 Self-Directed

Non-teaching staff wishing to access particular training may make written application to their immediate supervisor outlining the training proposed, all details re cost and financial support, if any, requested.

2.3 Approvals

Only senior administrative staff shall have authority to authorize in-service training for non-teaching staff.

3.0 Funding

3.1 Budget Constraints

All in-service training is subject to the constraints of budget.

3.2 Level of Support

Each activity will be separately assessed as to the level of support that can be provided.

4.0 In-Service

4.1 Board-Provided

In some instances the in-service training will be provided within the Board's jurisdiction and organized and funded by the Board for all employees in a certain defined group.

4.2 Third Party Provided

In some instances the in-service training will be provided by an external agency or group. The level of participation for Board employees will be as determined by the appropriate senior administrator.

4.3 Conferences & Workshops

Activities provided beyond the boundaries of the Board by a third party will be considered but will involve limited participation when distances and costs are involved. Generally, this is not the preferred method for IN-service delivery.