

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section PERSONNEL

Policy Name NON-INSTRUCTIONAL EMPLOYEE TRAINING

703

Board Approved: _____
October 24, 2017
February 22, 2012
March 12, 1999

Reviewed: _____
June 6, 2017
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October 17, 2006

Review By: **December 2027**
~~December 2022~~

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. **The immediate supervisor will consider the impact on students and make a determination of sending on to senior administrative staff for review.**

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 **and the availability of replacement staff.**

3.2 Level of Support

Each activity will be separately assessed as to the level of support that can be provided **as well as the impact on students.**

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. The application must be supported by the Principal prior to submission to senior administrator.