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Nunavunmi Ilihaiyiit Ilinniaqpaalirnirmut Katimayiit
Comité de perfectionnement professionnel du Nunavut
Nunavut Professional Improvement Committee

<u>Checklist for School Professional Development Committees</u>

This PD initiative is directed by teachers and linked **<u>to one or more of the following</u>**:

- ☐ an activity that will improve student learning in the Teacher's classroom;
- ☐ the Teacher's PD plan;
- ☐ current job assignment;
- ☐ the school's improvement plan.

This PD initiative:

- ☐ Takes place within the allotted 5 days within the school calendar during the normal workday
- ☐ Takes place within the school if the member is staying in their community
- ☐ Is NOT repetitive in nature and shows evidence of continuous growth

This PD plan includes:

Individual Checklist

- ☐ Individual Application Form completed through the online database.
- ☐ An outline or schedule of the week's activity is included on the application.
- ☐ Anticipated Costs are included on the application
- ☐ If hiring guides/instructors a Service Contract (this is required for approval)
  - This can be completed on the database but must be printed, signed by the local hire and member, then uploaded into the database or emailed to PD Co-odrinator.
- ☐ If working with a mentor teacher or instructor in another Nunavut School a Mentoring Activity Details Form
  - This can be completed on the database but must be printed, signed by the mentor, the Principal in the school being visited and the member than uploaded into the database or emailed PD Co-odrinator
- ☐ If traveling on a half day during a work day, a planned activity for the non-travel ½ day is outlined in application

Group Checklist

- ☐ Group Application Form completed through the online database.
  - Each member will have to enter a form on the database indicating the portion of the funds allocated to the group and the benefits to their individual practice.

  Only the group leader will need to complete a detailed application with the info below;
- ☐ A detailed outline of the week's plan/agenda
- ☐ A detailed budget
- ☐ A list of participants

- ☐ If hiring guides/instructors a Service Contract (this is required for approval)
    - This can be completed on the database but must be printed, signed by the local hire and member, then uploaded into the database or emailed to PD Co-odrinator.

For Both Group and Individual

- ☐ Application is for Out of Canada
    - -must be submitted 60 days before
    - -inform member that along with their application they will need to write their request in a formal letter to the PD Council.
- ☐ The budget does not include hard capital items (see Policy Book for List)
- ☐ An itemized list of resources being purchased
- ☐ A list of professional reading/research materials
- ☐ If it Occurs Outside of Nunavut the majority of the five PD days is for a recognized conferences, symposiums, institutes, and workshops for the majority of the five PD days.
- ☐ It includes a travel itinerary
    - -remind member to complete a Southern Travel Authorization form which will be sent after the application is approved
    - -this form will be submitted PD Coordinator
    - must provide evidence in the PD application that the learning cannot be accessed or organized in Nunavut.

- ☐ This application is given back to the member with the following Suggestions/Additions/Feedback for resubmission to the committee:

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- ☐ This PD plan will be submitted to the PD Coordinator for approval.

  If approved by the committee the PD liaison will have to go into the online database and acknowledge the applications. Than the Principal will have to also go into the online database and acknowledge the applications.

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