



Union Meetings

3.3 The School ProD Rep shall initiate ProD business at staff meetings by:

- a) reporting to staff information regarding workshops and conferences
- b) encouraging staff to initiate ProD activities
- c) initiating discussions on selection of school-based non-instructional days (date/activities)
- d) facilitating committee discussions for selection of Staff collaborative activities

Purposes of professional development:

The purpose of professional development is to assist members in:

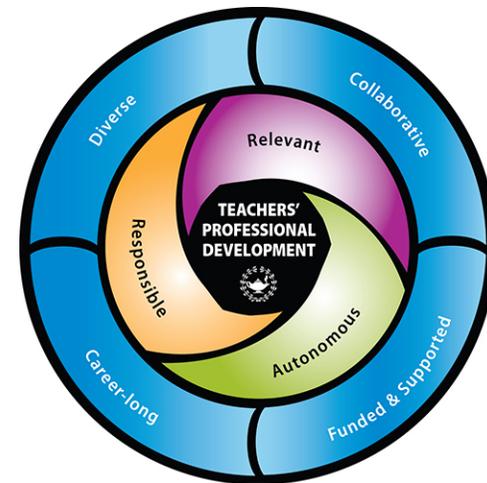
- a. building and strengthening themselves as a professional body.
- b. establishing and maintaining a professional relationship with students/parents.
- c. initiating curriculum and instructional reform directed to improve teaching and learning.
- d. developing, discussing, revising and applying educational theories.
- e. improving the quality of professional practice through career-long professional development.
- f. engaging in professional and collegial conversations

(BCTF Members Guide 30.A.01.2)



Congratulations!

You are a CTA ProD Rep!



CTA ProD Chair: pdchair@chilliwackteachers.com

Office Manager: office@chilliwackteachers.com

What is a ProD Rep?

A ProD Rep is the representative of the Chilliwack Teachers' Association at a school site. The ProD Rep is elected each year, usually in June or September, by CTA members.

It is the job of the ProD Rep to ensure that professional development is undertaken at each school.

Supporting Colleagues



As a school ProD Rep you use the ProD lens as a strategic tool to support your colleagues.

You are the school advocate for professional development, teacher-centered ProD, and support your teachers' control of their ProD.

Professional development is a process of ongoing growth, through involvement in programs, services, and activities designed to enable teachers, both individually and collectively, to enhance professional practice. *(BCTF Members guide 30.A.01)*

If you need any information on your roles and responsibilities or require support in any union matter, please contact the CTA Office.



What are my duties as ProD Rep?

The ProD Handbook includes policy that lists duties expected of school ProD Reps:

3.1 The School ProD Representative's responsibilities include:

- a) Attending the annual CTA ProD Rep training session.
- b) Chairing a school-based ProD Committee to ensure that after school Collaboration days are teacher directed.
- c) Acting as liaison between ProD Committee and the school staff including :
 - i) distributing information to the staff
 - ii) collecting information for staff
 - iii) maintaining a ProD bulletin board, calendar, binder, clipboard, or other method of providing information to school staffs
 - iv) encouraging teachers to submit self-directed forms as necessary, according to the procedures laid out in the Professional Development Handbook.
 - v) being a member of the School Staff Committee if one exists
 - vi) ensuring that monthly individual ProD Fund statement is available for staff to view.

(Booklet update: July 1, 2018)