



Thunder Bay Christian School values the ongoing professional development of staff. The bylaws of Ontario Alliance of Christian Schools (OACS) schools are based on a Reformed understanding of education. The basic standard of certification for teaching in these schools is the Ontario Certificate of Qualifications, traditionally known as the Ontario Teacher's Certificate (OTC). Another standard of certification that is considered of equal importance in OACS schools, of which TBCS is a member, is the Christian School Teacher's Certificate (CSTC). The required courses in attaining this certification are designed to enhance the Christian educator's understanding of the school's philosophy of education. It is within this context and in encouraging the value of ongoing education that the board of TBCS encourages and supports staff in their pursuit of upgrading their credentials, particularly in the area of gaining the Christian School Teacher's Certificate.

Every effort shall be made to provide support for ongoing professional development activities. Activities shall be consistent with school needs and the training needs of staff, and priority will be given to those employees who have not yet obtained their CSTC. Additional professional development support after successful completion of the CSTC will be offered as identified through job descriptions, performance appraisals, and professional development goals.

Ongoing staff professional development opportunities shall be available through:

1. School sponsored seminars/workshops
2. The annual OCSTA conference
3. Approved Christian School Teacher's Certificate course
4. Peer teaching consultation and training
5. Library/ Book resources
6. Attendance at public and/or separate school board professional development days when possible

#### **Procedure**

1. Staff shall make a request in writing to the administrator/program committee for participation in and subsidization for educational upgrading relative to their professional goals. (See attached guidelines and application form).
2. The request shall be consistent with the goals and training needs identified through the employee's performance appraisal process, and contract agreements.
3. Requests shall be made through the school administrator and are subject to the approval of the program committee. Terms and conditions shall be agreed to in advance.
4. Requests shall be submitted by March 31, June 30 or November 30 for upcoming terms.



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## Policy Guidelines

The following are guidelines in providing support to employees who are considering taking the Christian School Teacher Certificate:

1. All staff who have not yet completed the CSTC are encouraged to do so in a manageable time frame, taking into consideration the employee's ability to devote the necessary time, energy and finances to this process. At a minimum, staff are encouraged to consider registering for one course every two years.
2. Financial assistance of up to \$500.00 of the course tuition will be considered by the school for staff who are in the process of completing their CSTC. Other types of financial assistance for travel costs etc. will also be considered on a case by case basis.
  - a. Financial subsidization of courses taken by individual staff members will only be provided upon successful completion of the course. Staff members need to be able to verify payment and completion of the course by means of a transcript or receipt.
  - b. Financial subsidization will not be provided to the staff member for the final course required to gain the Christian School Teacher's Certificate. Attaining the CSTC will move the staff member up one category on the salary grid increasing the salary of that staff member the subsequent year. This increase in salary will, in effect, replace the subsidy that had been provided for the other courses taken by the staff member.
3. Requests for the approval to attend courses and for the financial support of courses taken by the staff member shall be made and approved by the school administrator and program committee. Such approval will also be dependent on the society's ability to financially support the staff member's request.
4. Staff members attending workshops that have been assigned to them by administration or for workshops that are held in the school will have the cost of such workshops covered by the school.
5. Staff members may be required to provide in-service training or feedback relating to the seminar/workshop attended.
6. The school administrator shall ensure that the staff member's participation in all staff training activities and/or course work is documented in the staff member's file.



**ASSISTANCE APPLICATION FORM  
PROFESSIONAL DEVELOPMENT COURSES**

**Date of Application:** \_\_\_\_\_

**Name of Teacher:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Time Period of Course:** \_\_\_\_\_

**to** \_\_\_\_\_

**Cost of Course:** \_\_\_\_\_

**Cost of Textbooks:** \_\_\_\_\_

**Brief Outline of Course**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Teacher's signature**

**For Program/Human Resource Committee Use:**

Course Application      \_\_\_ Approved      \_\_\_ Not Approved

Amount to be reimbursed    \$ \_\_\_\_\_

Date: \_\_\_\_\_

Program/Human Resource Committee representative: \_\_\_\_\_