



Roles and Responsibilities of BTA Professional Development Contacts

(2 per school)

- liaise with the BTA Pro-D Committee to ensure that school based professional development remains relevant to the needs of the staff;
- attend Fall Pro-D contact training session;
- attend Spring follow up meeting;
- provide information to staff about the February District Pro-D Day;
- provide staff with guidelines around Professional Development activities;
- communicate Professional Development opportunities to staff;
- work with the Chair of the Pro-D Committee and Committee Members at the school level;
- disseminate information from the Burnaby School Board, the BTA and the BCTF;
- conduct a needs survey with the cooperation of your school Pro-D Committee;
- assist members in feeling supported in their professional development;
- know where to find contractual rights around Professional Development and professional autonomy; ([CA language](#))
- know about the information available to Pro-D Contacts on the BCTF website;
- meet and support your Pro-Growth Rep.;
- use the BTA Pro-D website;
- promote Pro-D events, including the Burnaby School District Joint Professional Development Day;
- collaborate with Zone Coordinator to enhance Pro-D at the school level;
- collaborate with other school chairs.