

SUPPORT STAFF PERSONNEL – PARAPROFESSIONALS**LEAVE FOR SHORT COURSES AND INSERVICE DEVELOPMENT****1. Leave for Short Courses**

The Board is anxious that paraprofessionals in its employ are qualified and up-to-date. In this regard the Board is prepared to grant leave for short courses and shall pay one-half the tuition costs of a post-secondary course directly related to the work of paraprofessionals. The procedure for such payment shall be as follows:

- (a) Prior to registration the paraprofessional shall apply to the Superintendents' Department for a course approval.
- (b) Upon evidence of the successful completion of the course reimbursement for one-half the tuition shall be made.

2. Inservice Development

The Board recognizes that occasionally, the inservice educational needs of paraprofessionals need not be the same as teachers in the schools in which they work. Paraprofessionals are therefore encouraged to work directly with their school principals for appropriate inservice educational opportunities. Upon the recommendation from school principal(s), the Superintendents' Department may provide time off, with pay, for paraprofessionals to participate in appropriate inservice educational opportunities. The Division shall pay for previously agreed to cost(s) of all such inservices.