

WBCSD#83 Approval to Offer/Teach Professional Development Workshops

The following will be the protocol followed to request and gain approval to offer/teach a professional development workshop in district.

Protocol

1. A written proposal must be submitted to your building administrator.
2. The proposal must include the following:
 - a. Course description
 - b. Learning objectives
 - c. Course objectives
3. The building administrator will take the proposal to the next scheduled administration meeting.
4. If the request is approved:
 - a. The administration team will present the request to the appropriate cadre.
 - b. The building administrator will then meet with the person making the request to notify them of the decision.
5. If the request is denied:
 - a. The administration team will send the reason for denial with the building administrator, who will meet with the person making the request to notify them of the decision.