



2026-2027 CTA PD Chairperson Application

The CTA Office is open between the hours of 8:30 am – 4:30 pm Monday – Friday. There will be meetings of the PD Committee, LSA Council, etc that will extend beyond these hours. The volume of work in Jan/Feb may require work outside of these hours.

Application packages should be sent to Kelly Roberts, Executive Director at kroberts@cta43.org before 4:30 pm, Monday, April 13, 2026. Please include your cover letter, resume and any additional supporting documents you wish to include with this application. This position is released 0.4 FTE.

Shortlisted candidates will be notified approximately April 22, 2026 of their interview time on Wednesday, April 29, 2026.

Interviews are held by the Executive Committee; be prepared for a panel interview. The interviews are held at the CTA Office, #208-2502 St. Johns Street, Port Moody.

The PD Chairperson will:

- Serve as the CTA liaison with Learning Services
- Serve as the CTA liaison to the BCTF for professional development
 - Attend two Friday-Saturday BCTF Zone meetings during the school year
 - Attend BCTF Summer Leadership Conference in August
- Meet regularly with the District Mentoring Coordinator to provide support and collaboration for the mentoring network
- Participate in Mentoring Steering Committee meetings
- Support the LSA Chairperson and LSAs
- Write bi-weekly articles for the CTA newsletter
- Share PD opportunities with site-based PD reps
- Train site-based PD reps in the early Fall
- Participate on the CTA Executive Committee as a non-voting member (attendance optional)
- Review and sign yellow forms
- Answer member questions about PD
- Plan the February PD Day with support from the CTA PD Committee
- Chair the monthly meetings of the CTA PD Committee
- Plan additional PD opportunities throughout the year
- Advocate for improvements to PD through motions to the CTA & BCTF and/or through Bargaining

If you have any questions please contact Kelly Roberts, Executive Director at kroberts@cta43.org or 604.936.9971.

CTA Policy 9 – Professional Development

1.4. Selecting a Chairperson *

- i) The position will be advertised in the newsletter and will include qualifications, desired experience and skills required.
- ii) Members will forward an application package to the Executive Committee. *
- iii) The Executive Committee will interview the candidates as determined by Policy 4.r and make a recommendation to the AGM for ratification.*
- iv) The term of office shall be for one year (July 1 – June 30).
- v) The PD chair will report to the President.
- vi) The responsibilities of the PD Chairperson shall be in accordance with CTA Policy 9.h.1.5.
- vii) Qualification shall include:
 - ability to speak in public
 - ability to deal effectively in and with confrontational situations
 - strong organizational skills
 - ability to work in stressful situations
 - knowledge of professional development issues and resources.

1.5. The responsibilities of the Chairperson shall be:

- i) To meet with the CTA Executive Committee at the request of the Executive Committee or at the request of the Chairperson.
- ii) To meet with District Learning Services and Senior Leadership to discuss professional development issues.
- iii) To process all applications for professional development assistance through the CTA Professional Development Committee.
- iv) To establish the degree of support for approved applications through the CTA Professional Development Committee.
- v) To notify each applicant of the decision of the CTA Professional Development Committee.
- vi) To maintain a liaison between the CTA and the BCTF in matters of professional development.
- vii) To serve as the professional Development Committee representative on the LSA Council.
- viii) To call meetings on a regular basis during the school year.
- ix) To provide a written and oral report to the AGM.
- x) To chair the CTA PD Day Committee.
- xi) To liaise with the District Mentoring Coordinator and oversee the use of the BCTF Mentoring Fund *

