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## **TEACHER GROWTH, SUPERVISION AND EVALUATION**

### **Background**

The Division, "...will ensure all students have access to quality learning experiences that enable their achievements of the learning outcomes outlined in the Program of Studies. Quality teaching occurs when a teacher's ongoing analysis of the context, and the teacher's decisions about which pedagogical knowledge and abilities to apply, result in optimum learning for all students." The Division believes that the Superintendent, central leaders, principals and teachers must work together to achieve the Teaching and Leadership Quality Standard set out by the Minister of Education. This objective may be achieved by providing opportunities for the professional growth of teachers.

### **Procedures**

1. The Teacher Growth, Supervision and Evaluation Administrative Procedure will comply with related Ministerial Orders and Alberta Education policies and regulations, and Division policies and procedures.
  - 1.1 This Administrative Procedure will be reviewed annually by the Teacher Liaison Committee and any recommendations for modifications to the Administrative Procedure will be made to the Superintendent in compliance with the provisions of Administrative Procedure 120 – Policy and Procedures Development, Review and Dissemination.
  - 1.2 The results of the implementation of the provisions of this Administrative Procedure will be incorporated in the Annual Education Results Review.
2. All teachers employed by the Division will be held responsible for their professional growth.
  - 2.1 All teachers employed by the Division will complete, during each school year, an annual Teacher Professional Growth Plan that:
    - 2.1.1 Reflects goals and objectives based on a self-assessment of learning needs by the individual teacher;
    - 2.1.2 Shows a demonstrable relationship to the Teaching Quality Standard as defined in the Appendix A to this Administrative Procedure; and
    - 2.1.3 Takes into consideration the education plans of the school, the Division and Alberta Education.
  - 2.2 An annual Teacher Professional Growth Plan:
    - 2.2.1 May be a component of a multi-year plan; and
    - 2.2.2 May consist of a planned program of supervising a student teacher or monitoring a teacher.
  - 2.3 All teachers employed by the Division will submit an annual Teacher Professional Growth Plan to their principal by October 30 of each school year.

- 2.3.1 Any modifications to the annual Teacher Professional Growth Plan that are made by teachers due to changes in identified needs or circumstances will be submitted to the principal at the time of the changes.
  - 2.4 The principal will review the annual Teacher Professional Growth Plan and, in consultation with the teacher, make a finding whether the teacher has completed an annual Teacher Professional Growth Plan that complies with clauses 2.1, 2.2 and 2.3.
  - 2.5 The teacher's annual Teacher Professional Growth Plan will be kept in the possession of the teacher. The teacher will provide the Principal with a copy of the annual Teacher Professional Growth Plan as required in clause 2.3 and the principal will return it to the teacher at the end of the school year.
  - 2.6 The teacher will implement her/his annual Teacher Professional Growth Plan and will collaborate with her/his principal to evaluate the progress in the implementation of the plan.
  - 2.7 If a review under clause 2.4 finds that a teacher has not completed and implemented an annual Teacher Professional Growth Plan as required, the teacher will be subject to disciplinary action as determined by the Superintendent.
3. There will be ongoing supervision of all teachers in the Division in the performance of their professional duties.
  - 3.1 The principal will develop a plan for the supervision of teachers in his/her school and such a plan will be incorporated as part of the School Continuous Improvement Plan (SCIP). The results of the implementation of the plan will be reported in the school's annual results report.
  - 3.2 Supervision of teachers will be an ongoing process carried out by the principal to:
    - 3.2.1 Recognize the teacher's success and achievement in meeting the Teaching Quality Standard as defined in the Appendix A to this Administrative Procedure;
    - 3.2.2 Provide support and guidance to teachers;
    - 3.2.3 Observe and gather information about the quality of the teacher's instructional practice; and
    - 3.2.4 Identify aspects of the teacher's practice that may, for any reason, require evaluation.
4. All teachers in the Division will be subject to evaluation procedures as required for specific purposes.
  - 4.1 The evaluation of a teacher by a principal will be conducted:
    - 4.1.1 Upon the written request of the teacher;
    - 4.1.2 For the purposes of gathering information related to a specific employment decision;
    - 4.1.3 For the purposes of assessing the growth of the teacher in specific areas of practice; and
    - 4.1.4 When, on the basis of information received through supervision, the principal has reason to believe that the teacher's practice may not meet the Teaching Quality Standard as defined in the Appendix A to this Administrative Procedure.

- 4.2 A recommendation by a principal that a teacher be issued a permanent professional teaching certificate or be offered employment under a continuing contract must be supported by the findings of a minimum of at least (2) evaluations of the teacher.
  - 4.3 The principal will develop a plan for the evaluations required as a result of needs identified in clauses 4.1 and 4.2, and such a plan will be incorporated in the annual school education plan and the results of the implementation of the evaluation plan will be reported in the school's annual results report.
  - 4.4 On initiating an evaluation, the principal will meet and communicate explicitly in writing to the teacher:
    - 4.4.1 The reasons for and purposes of the evaluation;
    - 4.4.2 The process, criteria and standards to be used;
    - 4.4.3 The timelines to be applied; and
    - 4.4.4 The possible outcomes of the evaluation.
  - 4.5 On completion of an evaluation, the principal will:
    - 4.5.1 Complete a written report in a format specified by the Superintendent which will provide:
      - 4.5.1.1 Space for the teacher's comments and/or reactions,
      - 4.5.1.2 The appeal procedures,
      - 4.5.1.3 The signatures of both the evaluator and the teacher, and
      - 4.5.1.4 The date.
    - 4.5.2 Provide the teacher with the original copy of the completed evaluation report;
    - 4.5.3 Provide the Superintendent with a copy of the completed report which will be retained in the teacher's personnel file at the Education Services Centre; and
    - 4.5.4 Keep a copy of the completed report in the Principal's Office.
  - 4.6 Where, as a result of an evaluation, a principal determines that a change in the behaviour or practice of a teacher is required, the principal must provide to the teacher a notice of remediation.
  - 4.7 A notice of remediation issued by the principal will be a written statement to the teacher where the principal has determined that a teacher's teaching does not meet the Teaching Quality Standard, and such a statement will describe:
    - 4.7.1 The behaviours and practices that do not meet the Teaching Quality Standard as defined in the Appendix A and the changes required;
    - 4.7.2 The remediation strategies the teacher is required to pursue; and
    - 4.7.3 How the determination will be made that the required changes in behaviour or practice have taken place, applicable timelines, and the consequences of not achieving the required changes including, but not limited to, termination of a teacher's contract of employment.
5. Subsequent to an evaluation the teacher has the right to appeal.
- 5.1 A teacher will have the right to appeal an evaluation of his/her teaching performance.
  - 5.2 An appeal will be made, in writing, directly to the Superintendent within ten (10) teaching days of receipt of the written evaluation report. The teacher will clearly state the reason(s) the evaluation is being contested.

- 5.3 Within ten (10) operational days of receipt of an appeal, the Superintendent will consider the appeal, review relevant documents, and conduct a hearing if the Superintendent so chooses.
  - 5.4 The Superintendent will determine whether a re-evaluation is warranted and respond in writing to the teacher within five (5) days of the hearing. The Superintendent's decision is final.
  - 5.5 In the event that the Superintendent finds that a re-evaluation is warranted, the Superintendent will identify a new evaluator, and the time and manner of any reevaluation.
    - 5.5.1 The new evaluator will not be given the particulars of the previous evaluation.
    - 5.5.2 The Superintendent's decision in choosing a new evaluator is final.
6. Information obtained as a result of the processes involved in teacher growth, supervision and evaluation will be managed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.
- 6.1 Unless a teacher agrees, the content of an annual Teacher Professional Growth Plan must not be part of the evaluation process of a teacher under procedures resulting from section 4.
  - 6.2 Provision for secure storage will be made for any document used to prepare a teacher evaluation report and for any required copies of the teacher evaluation report.

Reference: Section 18,33,52,53,196,197,204,213,214,215,218,222 Education Act  
Freedom of Information and Protection of Privacy Act  
Personal Information Protection Act  
Teaching Profession Act  
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)  
Practice Review of Teachers Regulation 4/99  
Ministerial Order on Student Learning 001/2013  
Teaching Quality Standard  
Teacher Growth, Supervision and Evaluation Policy  
Guide to Education ECS to Grade 12  
Practice Review of Teachers Information Bulletin 3.3.2

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