

ADMINISTRATIVE PROCEDURE 414

TEACHER GROWTH, SUPERVISION AND EVALUATION

Background

HPSD recognizes that it is responsible for ensuring that the highest possible quality of education is provided for the students in its jurisdiction. A key factor in discharging this responsibility is the maintenance of a high quality teaching staff to ensure that teachers' actions, judgments and decisions are in the best educational interests of students and support optimum learning. The Division believes that the central office staff, principals and teachers must work together to achieve the Teaching Quality Standard determined by the Minister. This objective can be achieved by providing opportunities for the professional growth of teachers, by having the expectation that teachers will utilize the opportunities for professional growth, and by providing for effective teacher supervision and evaluation.

Definitions

Annual Teacher Professional Growth Plan – means a plan developed and implemented by the teacher to achieve professional learning objectives or goals that are consistent with the Teaching Quality Standard, the mission and education plan of the HPSD, and the mission and education plan of the school. An annual professional growth plan is a continuously developing document and will be modified as needs and circumstances change.

Teaching Quality Standard – means the authorized standards and descriptors of knowledge, skills and attributes and any additional standards or descriptors consistent with the "Teaching Quality Standard" Ministerial Order, the mission and education plan of the HPSD and the mission and education plan of the school.

Supervision – means the on-going process by which a Principal carries out duties in respect to teachers and teaching required under Section 20 of the School Act, and exercises educational leadership.

Evaluation – means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a principal in determining whether one or more aspects of the teaching of a teacher exceeds, meets or does not meet the Teaching Quality Standard.

Evaluator – means a Principal as defined in the School Act or designate, or a Superintendent or designate.

Notice of Remediation – means the written statement issued to a teacher by an evaluator where as a result of an evaluation, the evaluator has determined that a teacher's teaching does not meet the Teaching Quality Standard.

Interim Professional Teaching Certificate – means that a teacher has been issued an interim certificate to begin his/her teaching in Alberta. At the end of the second teaching year in Alberta a teacher may be recommended to the Superintendent by the principal for a Permanent Professional Teaching Certificate. The teacher who is recommended by the Superintendent must sign a declaration on the recommendation form as below:

I declare that I have read and understood the descriptors of knowledge, skills and attributes (KSAs) related to the Alberta Permanent Professional Certificate as outlined in the Teaching Quality Standard Ministerial Order 016/97 and I hereby attest to my ability and commitment to apply them appropriately toward student learning. I also commit to ongoing professional growth in keeping with the *Teaching Quality Standard* and descriptions of quality teaching under *Ministerial Order 016/97*

Permanent Professional Teaching Certificate - means that a teacher has been issued a permanent certificate. All teachers who hold this certificate must demonstrate, in their practice, professional repertoires that meet the Teaching Quality Standards. (refer to Ministerial Order #016/97).

Probationary Contract – means that a teacher is employed for a complete school year but was not employed in the previous year as a teacher with the Board with the exception of being employed as a substitute teacher or as a teacher on a temporary contract. If evaluation of the teacher indicates that a further probationary period is required and the teacher agrees, the probationary contract may be extended for another school term.

Temporary Contract - means that a teacher is employed to replace a teacher who is absent from teaching for a period of twenty or more consecutive teaching days.

Interim Contract - means that a teacher is employed for a portion of a school year that was not employed in the previous year as a teacher with the Board with the exception of being employed as a substitute teacher or on a temporary contract.

Continuing Contract - means that a contract of employment between the Board and a teacher continues in force from year to year. This contract is normally signed prior to the start of the teacher's second consecutive employment year with the Board.

Guidelines

1. At the commencement of employment the Principal shall make staff aware of this administrative procedure.
2. At the commencement employment the Principal will provide teachers with a copy of the Teacher Quality Standard and discuss the expectations of evaluations.
3. The Principal is the individual most responsible for assessing whether or not teachers are performing in a competent way and in accordance with the Teacher Quality Standard.

4. Teachers who hold an Interim Professional Teaching Certificate or who are employed under a contract other than a continuing contract will have comprehensive evaluations (as outlined in the "Teacher Evaluation" section of this administrative procedure #3) in addition to on-going supervision.
5. Teachers who hold a Permanent Professional Teaching Certificate and are employed under a continuing contract will have on-going supervision but will not receive comprehensive evaluations, except as outlined in the "Teacher Evaluation" section of this administrative procedure #3.a. i, iii or iv.
6. The purpose of teacher supervision and evaluation is to ensure that teaching meets the expectations of the Teaching Quality Standard and to promote the professional growth of teachers in order to maximize student learning and achievement.
7. A Principal shall take disciplinary or other action, in consultation with the Superintendent, as appropriate, where he/she has reasonable grounds for believing that disciplinary action is warranted.
8. In those cases where the Principal deems that suspension is warranted, the Principal shall be required to make a recommendation to the Superintendent with supporting documentation.

Procedures

1. TEACHER PROFESSIONAL GROWTH

- a. All teachers will develop and pursue annual professional growth plans that will help them support optimum student teaching.
- b. An annual Teacher Professional Growth Plan is expected to:
 - i. reflect goals or objectives based on self-assessment of learning needs by the individual teacher;
 - ii. show a demonstrable relationship to the Teaching Quality Standard;
 - iii. take into consideration the educational plans of the school, HPSD and Alberta Education.
- c. The annual professional growth plan may be a component of a long-term multi-year plan.
- d. The growth plan may include a planned program of supervising a student teacher or mentoring a teacher.
- e. Prior to October 15 of each school year, all HPSD teachers must submit an annual Teacher Professional Growth Plan for review and approval to the Principal or to a group of teachers designated by the Principal.

- f. Teacher Professional Growth Plans should address the following: goal(s) for the year, objectives and strategies to obtain the goal, results/measures and a time line for implementation.
- g. The Principal, or a group of teachers designated by the Principal, in conjunction with the teacher, must determine whether the teacher has submitted an annual Teacher Professional Growth Plan that complies with (b) above.
- h. As part of the supervision process a Principal will maintain an awareness of a teacher's professional growth plan, the status of progression toward achieving the goal(s) of the plan and may include the provision of guidance and assistance in implementing and/or achieving the plan.
- i. Prior to the end of the school year, each teacher will meet with the Principal to discuss the implementation of the growth plans as well as professional growth needs and any implications for the next planning cycle.
- j. A teacher who fails to submit and/or implement an annual Teacher Professional Growth Plan as required in this policy, shall be subject to disciplinary action as determined by the Principal in consultation with the Superintendent.
- k. The Principal will retain a copy of Teacher Professional Growth Plans for the period of the current school year. The plan will be returned to the teacher at the end of the school year.
- l. Unless a teacher agrees, the content of an annual Teacher Professional Growth Plan must not be part of an evaluation of a teacher.

2. TEACHER SUPERVISION

- a. Supervision of teachers shall be an ongoing process carried out by the Principal to:
 - i. recognize the teacher's success and achievement in meeting the Teacher Quality Standard;
 - ii. provide support and guidance to teachers;
 - iii. observe and receive information about the quality of teaching a teacher provides to students; and,
 - iv. identify the behaviours or practices of a teacher that for any reason may require evaluation.

3. TEACHER EVALUATION

- a. The evaluation of a teacher by a Principal shall be conducted:
 - i. upon the written request of the teacher;

- ii. for the purposes of gathering information related to a specific employment decision;
 - iii. or the purposes of assessing the growth of the teacher in specific areas of practice; and
 - iv. when, on the basis of information received through supervision, the Principal has reason to believe that the teacher's performance may not meet the Teaching Quality Standards and HPSD standards and expectations.
- b. Any teacher who believes that the evaluation process has been conducted in a biased or improper manner; may appeal to the Superintendent who will conduct a review and may appoint additional administrators to be included in the evaluation process. HPSD procedures in no way prevent a teacher from initiating any appeal provisions available to him by a collective agreement, the School Act, or any other legislation.

3A. EVALUATION OF TEACHERS ON PROBATIONARY, TEMPORARY OR INTERIM CONTRACTS:

Teachers on these contracts will be evaluated in the following manner:

- a. Teachers on probationary, temporary, or interim contracts of three months or more with the HPSD will be evaluated during the term of their contract in accordance with this administrative procedure.
- b. It is the responsibility of the Principal to ensure that teachers on these contracts are aware of the Teacher Quality Standard, this administrative procedure and administrative procedures 411 and 412.
- c. Teachers on **Probationary Contracts and Interim Contracts** longer than 3 months will be evaluated by both the Principal and Central Office personnel (at least one written evaluation report each).
- d. Teachers on **Temporary Contracts** of three months or more will be evaluated by the Principal (at least one written evaluation report). Central Office personnel may conduct a formal evaluation if requested and/or required for employment decisions.
- e. Evaluation reports for probationary teachers will be completed by April 30 of the current school year.
- f. Teacher evaluation reports will be based upon a minimum observation of 2 complete instructional time periods.
- g. Each visit or series of visits to the classroom for the purpose of evaluation will be followed by a conference between the teacher and evaluator.

- h. Following an evaluation visit by the Central Office evaluator, a conference will occur between the principal and the evaluator.
- i. By April 30 a copy of the Principal's evaluation report shall be forwarded to the teacher, Central Office file, and a copy maintained in the Principal's office. The report will have a place for the teacher to sign that he/she has received it and a space to enter comments.
- j. By April 30 a copy of the central office personnel's evaluation report shall be forwarded to the teacher, Principal, and a copy maintained in the central office file. The report will have a place for the teacher to sign that he/she has received it and a space to enter comments.
- k. The superintendent will determine the teacher's continuing employment based upon information provided by the principal and the central office evaluator. Note that the decision to offer employment must take into consideration projected student enrolment, budget, and course offerings planned for the school.
- l. Upon receipt of an evaluation, a teacher may request a review of the evaluation based on concerns regarding the accuracy of content and/or the evaluator's adherence to procedures. This request must be made in writing to the Superintendent within 7 instructional days of receiving the principal and/or central office's evaluation. At the Superintendent's discretion, an additional evaluator may be involved in the evaluation process at this stage. If another evaluation occurs, the final report will be completed prior to the end of the school year.

3B. EVALUATION OF TEACHERS ELIGIBLE FOR PERMANENT CERTIFICATION:

Teachers eligible for **Permanent Certification** will be evaluated in the following manner:

- a. The Superintendent is to inform the school Principal of teachers who are eligible for permanent certification.
- b. It is the responsibility of the school Principal to ensure that teachers who will be eligible for permanent certification are aware of this administrative procedure and administrative procedures 411 and 412.
- c. The teacher will be evaluated by the Principal who will forward a recommendation on permanent certification to the Superintendent upon meeting the Alberta Learning's requirements.
- d. The evaluation report will be completed by April 30 of the current school year. The report will have a place for the teacher to sign that he/she has received it and a space to enter comments.
- e. Teacher evaluation reports will be based upon a minimum 2 complete instructional timer periods,

- f. Each visit or series of visits to the classroom will be followed by a conference between the teacher and evaluator.

3C. EVALUATION OF TEACHERS ON CONTINUING CONTRACT:

Teachers on **Continuing Contracts** may be evaluated in the following manner if the Principal and/or Superintendent has reason to believe that the teacher's performance may not meet the Teaching Quality Standard:

- a. Upon initiating an evaluation, the Principal shall meet and communicate explicitly, in writing, to the teacher:
 - i. the reasons for and purposes of the evaluation;
 - ii. the process, criteria and standards to be used;
 - iii. the timelines to be applied; and
 - iv. the possible outcomes of the evaluation.
- b. At the Superintendent's discretion, an additional evaluator may be involved in the evaluation process at this stage.
- c. A copy of the evaluator(s) report shall be forwarded to the teacher, a copy maintained in the Principal's office, and a copy forwarded to the teacher's personnel file. The report will have a place for the teacher to sign that he/she has received it and a space to enter comments.
- d. Where, as a result of an evaluation, a Principal and/or Superintendent 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, in consultation with the Superintendent.
- e. A Notice of Remediation issued by the Principal shall be a written statement to the teacher (and a copy forwarded to the Central Office file) where the Principal and/or Superintendent has determined that a teacher's teaching does not meet the Teaching Quality Standard, and such a statement shall describe:
 - i. the behaviours and practices that do not meet the teaching quality standard, and the changes required;
 - ii. the remediation strategies that the teacher is advised to pursue; and
 - iii. 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.
 - iv. notification that the remediation strategies stipulated may replace the obligation of the teacher to develop and implement an annual Teacher Professional Growth Plan.
- f. In accordance with the expectations and timelines of the Notice of Remediation and to provide for consistency, the original evaluator should be involved in the final teacher evaluation. At the Superintendent's discretion, an additional evaluator may be involved in the evaluation process at this stage.

- g. A new (final) evaluation will be undertaken with a focus on assessing the degree to which the teacher has met the performance expectations specifically described in the Notice of Remediation.
- h. Following the final evaluation process, the evaluator(s) will make a written assessment of the teacher's performance and will include a recommendation(s) to the Superintendent.
- i. Upon receiving the evaluator(s) report and recommendation(s); the Superintendent shall conclude the evaluation process, and make such decision as he believes to be in the best interests of the teacher, the school, the students and the jurisdiction as a whole. If as part of the Superintendent's review the Superintendent is considering terminating the teacher's contract with the Board, the Superintendent shall provide the teacher with a Notice of Consideration of Termination that will include a copy of all supporting documentation.
- j. The teacher has an opportunity to be heard by the Superintendent in response to the Notice to Consider Termination prior to the Superintendent making a final decision on termination.
- k. The Superintendent will communicate the final decision in writing within 7 working days.
- l. In the event that the teacher is served with a notice of termination, they have right to appeal the to Board of Reference.

REFERENCES

Section 18, 20, 97, 98, 99, 101,102, School Act
Teacher Growth, Supervision and Evaluation policy 2.1.5 (Alberta Education)