

G. Human Resources

Policy G-101: Teacher Growth, Supervision and Evaluation

Policy

The Charter Board believes that the professional growth, supervision and evaluation of Teachers contributes to continuous improvement in the quality of education for Valhalla Community School students.

Guidelines

All Certified education staff shall become familiar with the requirements of Alberta Education Policy 2.1.5, Teacher Growth, Supervision and Evaluation and Ministerial Order #016/97, Teacher Quality Standard Applicable to the Provision of Basic Education in Alberta. These documents may be accessed on the Alberta Learning website at: <http://www.learning.gov.ab.ca>

A. Growth

Each Teacher will create and submit an Annual Professional Growth Plan to the Principal on or before September 30th of each school year. Plans must:

1. reflect goals and objectives based on an assessment of learning needs by the individual teacher,
2. demonstrate linkage to The Teaching Quality Standard, and
3. demonstrate linkage to the education plans of the school, the Charter Board and Alberta Education.

Teacher Professional Growth plans will be reviewed by the Principal and discussed with the individual Teacher by October 31 of each school year.

B. Supervision

The supervision of members of the teaching staff is an ongoing process and shall be guided by the following:

1. Supervision shall be conducted on a continuous basis in order to ensure that a Teacher's teaching meets the requirements of the Teaching Quality Standard.
2. Relevant information obtained by the Principal or Superintendent regarding the quality of teaching that the Teacher provides shall be shared with the Teacher.
3. The Principal or Superintendent will provide guidance and support to the Teacher in order to improve quality of instruction that meets the Teacher's learning needs and educational circumstances.
4. Supervision is developmental and Teachers should be willing to receive collegial advice and assistance in order to improve professional performance, identify areas of strength and provide opportunities for further growth.
5. When the Principal or the Superintendent believes that a Teacher's teaching may not meet the requirements of the Teaching Quality Standard, the following steps may be undertaken:
 - a) The Principal or the Superintendent may work directly with the Teacher to provide assistance in order to change behaviors or practices that may be problematic, or a summative evaluation may be initiated.

C. Evaluation

Teachers who hold an Interim Professional Certificate must demonstrate the Knowledge, Skills and Attributes (KSA's) Related to Interim Certification, and Teachers who hold a Permanent Professional Certificate must demonstrate the KSA's Related to Permanent Certification as detailed in the Teaching Quality Standard.

The Principal is primarily responsible for evaluating Teachers.

The Superintendent may evaluate Teachers.

1. The evaluation of a Teacher shall be conducted under the following circumstances:
 - a) Within 60 Days of a written request of a Teacher who holds a continuing contract and a permanent professional teaching certificate.
 - b) For the purposes of gathering information related to a specific employment decision regarding a Teacher who does not hold a continuing contract or a permanent professional teaching certificate. During evaluation observations, the evaluator will observe the Teacher's teaching and, if appropriate, other activities relating to the Teacher's assignment.
 - c) For purposes of assessing the growth of a Teacher in specific areas of practice.
 - d) When, on the basis of information received through supervision, the Principal or Superintendent has reason to believe that the teaching of a Teacher may not meet the Teaching Quality Standard.
2. There shall be a minimum of three evaluation observation visits during the evaluation process.
3. As soon as possible after each evaluation observation, the evaluator will meet with the Teacher to discuss the evaluation observation and will provide the teacher with a copy of an evaluation report. The evaluator will indicate whether the teacher meets or does not meet each of the KSA's. If any of the KSA's are not being met, the Teacher will be informed that remediation is required and a program of assistance, consistent with the necessary remediation, will be offered to the Teacher.
4. If, after an evaluation observation, remediation is required, the subsequent evaluation observation must be conducted within 100 school days to determine if the remediation has resulted in the meeting of the Teaching Quality Standard.
5. The Teacher shall be given an opportunity to appeal any written comments on the report and the evaluation, together with the Teacher's comments, shall be placed in the Teacher's personnel file.
6. The evaluator shall be knowledgeable in evaluation procedures, have an acceptable record of teaching and have an ability to relate professionally to the Teacher being evaluated.
7. Before proceeding with the evaluation, the evaluator shall meet with the Teacher to communicate information about the nature of the evaluation and to obtain information about the teacher's teaching assignment and professional context.
8. Whenever possible, a teacher shall be involved in the development of the process, including data collection procedures, criteria, standards and timelines.
9. Upon completion of the final evaluation observation the evaluator shall draft a final report and shall include the evaluator's recommendations pertaining to the Teacher's employment, certification of remediation. The final evaluation report must be received by the Teacher a minimum of 30 days prior to the last day of school.
10. Should it be determined that the Teacher's behavior or practice at the end of an evaluation process still does not meet the Teaching Quality Standard, one of the following actions shall be undertaken:
 - a) An additional period of remediation is offered the Teacher.
 - b) A change of assignment is given.
 - c) A combination of additional remediation and change of assignment is offered.
 - d) A recommendation is made to the Board to terminate the Teacher's contract of employment.

11. Where a Teacher's contract of employment has not been terminated as above, then additional evaluations will be conducted as provided for under these procedures.
12. A Teacher may appeal a final evaluation report:
 - a) To the Superintendent in writing not later than 30 calendar days after the receipt of the final evaluation report.
 - b) The appeal shall outline the basis for upon which the appeal is being made.
 - c) Upon receipt of the appeal, the Superintendent shall appoint an individual acceptable to both the Teacher and the Superintendent to conduct a re-evaluation.
 - d) The re-evaluation shall be conducted in the manner outlined in these procedures.

Approved (G-101): *September 30, 2013*

Revised:

Due for Revision: *September 2018*

Legal Reference: *The School Act (s. 18, 20, 43)*

Alberta Education Policy 2.1.5

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Ministerial Order #016/97, Teacher Quality Standard Applicable to the Provision of Basic Education in Alberta