

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. HPSP believes that the Learning Support Centre (LSC) 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 - a plan developed and implemented by the teacher to show a demonstrable relationship to the Teaching Quality Standard and take into consideration the educational plans for the school, HPSP and Alberta Education. An annual professional growth plan is a continuously developing document and will be modified as needs and circumstances change.

Continuing Contract - a contract of employment between the Board and a teacher that continues in force from year to year.

Evaluation - 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 - a Principal as defined in the Education Act, or designate, or a Superintendent.

Interim Contract - a contract of employment between the Board and a teacher, for a portion of a school year, in which the teacher 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.

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.

Notice of Remediation – a 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.

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 009/2021).

Probationary Contract - a contract of employment between the Board and a teacher in which 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.

Supervision - the ongoing process by which a Principal carries out duties in respect to teachers and teaching required under Section 197 of the Education Act, and exercises educational leadership.

Teaching Quality Standard - the authorized competencies and indicators consistent with the Alberta Education "Teaching Quality Standard", the mission and education plan of the HPSPD and the mission and education plan of the school.

Temporary Contract - a contract of employment between the Board and a teacher in which a teacher is employed to replace a teacher who is absent from teaching for a period of twenty or more consecutive teaching days.

Procedures

1. General

- 1.1. At the commencement of employment, the Principal shall:
 - 1.1.1. make teachers aware of this administrative procedure; and
 - 1.1.2. provide teachers with a copy of the *Teacher Quality Standard* and discuss the evaluation process.
- 1.2. 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*.
- 1.3. 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 4 of this administrative procedure in addition to on-going supervision.
- 1.4. 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 5 of this administrative procedure.
- 1.5. 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.
- 1.6. 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.
- 1.7. In cases, where the Principal deems that suspension is warranted, the Principal shall be required to make a recommendation to the Superintendent with supporting documentation.

2. Teacher Professional Growth Plan

- 2.1. All teachers will develop and pursue annual professional growth plans that will help them support optimum student learning.
- 2.2. An Annual Teacher Professional Growth Plan is expected to:
 - 2.2.1. reflect goals or objectives based on an assessment of learning needs by the individual teacher;
 - 2.2.2. show a demonstrable relationship to the *Teaching Quality Standard*;
 - 2.2.3. take into consideration the educational plans of the school, HPSPD and Alberta Education;
 - 2.2.4. be submitted to the Principal, or a group of teachers designated by the Principal, for review and approval prior to October 15 of each school year;
 - 2.2.5. address the following:
 - 2.2.5.1. Goal(s) for the year;
 - 2.2.5.2. Objectives and strategies to obtain the goal;
 - 2.2.5.3. Results/measures;
 - 2.2.5.4. Timeline for implementation.
- 2.3. The Annual Professional Growth Plan may be a component of a long-term, multi-year plan.
- 2.4. The growth plan may include a planned program of supervising a student teacher or mentoring a teacher.
- 2.5. 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 Section 2.2.
- 2.6. 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.

- 2.7. 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.
- 2.8. 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.
- 2.9. The Principal will retain a copy of the Annual Teacher Professional Growth Plan for the period of the current school year. The plan will be returned to the teacher at the end of the school year.
- 2.10. Unless a teacher agrees, the content of an Annual Teacher Professional Growth Plan will not be part of an evaluation of a teacher.

3. Teacher Supervision

- 3.1. Supervision of teachers, as an ongoing process carried out by the Principal, shall:
 - 3.1.1. recognize the teacher's success and achievement in meeting the *Teaching Quality Standard*;
 - 3.1.2. provide support and guidance to teachers;
 - 3.1.3. include observations and information from any source about the quality of teaching a teacher provides to students;
 - 3.1.4. identify the behaviors or practices of a teacher that for any reason may require evaluation.
- 3.2. If as a result of information gathered through supervision, an ongoing concern about the teacher's behaviour or practice arises, the Principal shall work with the teacher to redress the concern in a prompt manner.

4. Teacher Evaluation

- 4.1. The evaluation of a teacher by a Principal will be conducted:
 - 4.1.1.1. for teachers on Probationary contracts;
- 4.2. The evaluation of a teacher by a Principal may be conducted:
 - 4.2.1. for teachers on Interim or Temporary contracts upon written request of the teacher, or if deemed necessary by the Principal;
 - 4.2.2. upon the written request of any teacher (regardless of contract type);
 - 4.2.3. 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 Standard* and HPSPD standards and expectations.
- 4.3. The Principal shall ensure that teachers are aware of Administrative Procedure - 411 Duties and Responsibilities of Teachers, Administrative Procedure 360 - Curriculum Planning and Assessment and this administrative procedure.
- 4.4. Teachers on Probationary or Interim/Temporary contracts of 3 months or more will be evaluated by the Principal and the Superintendent or designate and given at least one written evaluation report.
 - 4.4.1. Following an evaluation visit by the Superintendent or designate, a conference will occur between the Principal and the Superintendent or designate.
- 4.5. The Principal will ensure that evaluation reports:
 - 4.5.1. are based on a minimum observation of 2 (two) complete instructional time periods followed by a conference between the teacher and evaluator(s);
 - 4.5.2. are discussed with the teacher;
 - 4.5.3. include a space for the teacher to sign to acknowledge receipt of the report;
 - 4.5.4. are scanned and sent to the Human Resources Department for inclusion in the teacher's personnel file prior to giving the original to the teacher.
- 4.6. Upon receipt of an evaluation report, a teacher may request a review, within seven (7) instructional days, based on concerns regarding the accuracy of content and/or the evaluator's adherence to procedures.
- 4.7. 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 evaluators to be included in the evaluation process. HPSPD procedures in no way prevent a teacher from initiating any appeal provisions available by a collective agreement, the *Education Act*, or any other legislation.

5. Evaluation of Teachers on a Continuing Contract

- 5.1. In the opinion of the Principal, if the information received through supervision warrants an evaluation of a teacher's performance, the Superintendent or designate will be notified.
- 5.2. When initiating an evaluation, the Principal must communicate explicitly to the teacher through a written "Notice of Evaluation", which includes:
 - 5.2.1. the reasons for and purpose of the evaluation, including reference to specific competencies set out in the *Teaching Quality Standard* that are in issue;
 - 5.2.2. the process, criteria and standards to be used;
 - 5.2.3. the timelines to be applied (not more than thirty (30) calendar days);
 - 5.2.4. the possible outcomes of the evaluation.
- 5.3. The Superintendent or designate and the Principal will meet with the teacher to review the matters set out in the Notice of Evaluation.
 - 5.3.1. Adjustments may be made to the content of the Notice of Evaluation.
 - 5.3.2. The Principal will prepare and deliver to the teacher and the Superintendent a written account of the meeting.
- 5.4. The Superintendent or designate and the Principal shall conduct a co-evaluation based on no less than two observations of the teacher's teaching and shall determine if all aspects of the teacher's practice meet the *Teaching Quality Standard*.
- 5.5. Within fourteen (14) calendar days of the completion of the evaluation, the evaluators shall prepare a report that includes recommendations pertaining to the need for the teacher to remediate their practices (if applicable).
- 5.6. The Principal, the Superintendent or designate, and the teacher shall meet to discuss the evaluation.
 - 5.6.1. The teacher shall be given an opportunity to append any written comments to the report, provided that such comments are received within fourteen (14) calendar days of the date the report is given to the teacher.
 - 5.6.2. The evaluation, together with the teacher's comments, shall be placed in the teacher's personnel file.
- 5.7. When the report of the evaluators determines that a teacher's practice **does meet or exceeds** the *Teaching Quality Standard*, the Superintendent or designate shall prepare a letter stating that the regular supervision cycle will resume and this letter shall be placed in the teacher's personnel file.
- 5.8. When the report of the evaluators under 5.5, above, determines that a teacher's practice **does not meet the Teaching Quality Standard**, the Superintendent or designate shall issue a "Notice of Remediation" to the teacher.
 - 5.8.1. A Notice of Remediation shall comply with the definition provided in this administrative procedure.
 - 5.8.2. The teacher may develop a Teacher Assistance Program in consultation with the Principal and the Superintendent or designate, which shall be incorporated into the Notice of Remediation to the extent reasonably possible and advisable in the opinion of the Principal, and the Superintendent or designate with those provisions being specifically noted as generated by the teacher.
 - 5.8.3. The Principal and Superintendent or designate shall provide any reasonable assistance and/or resources as requested by the teacher.
 - 5.8.4. After no more than ninety (90) calendar days (excluding any vacation period of fourteen (14) or more days) from the issue of the Notice of Remediation, a subsequent evaluation is to be undertaken by an evaluator designated by the Superintendent based on not less than two observations of the teacher's teaching to determine if all aspects of the teacher's practice meet the *Teaching Quality Standard*.
 - 5.8.5. If the designated evaluator concludes that the teacher's practice **now meets** or exceeds the *Teaching Quality Standard*, a letter stating that the teacher will return to the regular

- supervision cycle will be given to the teacher and a copy placed in the teacher's personnel file.
- 5.8.6. If the designated evaluator concludes that the teacher's practice **does not meet** or exceed the *Teaching Quality Standard*, then the Superintendent or designate will:
- 5.8.6.1. offer an additional period of remediation to the teacher if the Superintendent or designate believes significant but not sufficient improvement has occurred and that further remediation is likely to succeed; and/or
 - 5.8.6.2. change the teacher's assignment if the Superintendent or designate is of the opinion that such a change will permit the teacher to succeed and any perceived difficulties in any area of teaching practice can be effectively eliminated by such a change; or
 - 5.8.6.3. recommend to the Superintendent to terminate the teacher's contract of employment.
6. This procedure does not restrict:
- 6.1. the Superintendent or Principal from taking disciplinary or other action, as appropriate;
 - 6.2. the Board or the Superintendent from taking any action or exercising any right or power under the *Education Act*; or
 - 6.3. the teacher's right to request of the Superintendent that an additional evaluator, to be selected by the Superintendent, be assigned when a Notice of Remediation has been issued, if the evaluations flowing from that process indicate that the teacher has not met the *Teaching Quality Standard*, and the Superintendent has not initiated either a further period of remediation or change of assignment.

References

Education Act, Section 197

Ministerial Order (001/2020) - Teaching Quality Standard

Teacher Growth, Supervision and Evaluation policy (Alberta Education)

Teaching Quality Standard (Alberta Education)

Cross References

Administrative Procedure 360 - Curriculum, Planning, Assessment and Reporting

Administrative Procedure 411 - Duties and Responsibilities of Teachers

HPSD Handbook of Fair Assessment and Reporting