

TEACHER GROWTH, SUPERVISION AND EVALUATION

The Teacher Growth, Supervision and Evaluation Policy processes in the Division are designed to ensure that each teacher's actions, judgments, and decisions are in the best educational interests of students and support optimal teaching and learning. It provides a framework for teachers, Principals, and the Superintendent to work together to ensure teachers' practice is consistent with the Teaching Quality Standard and other expectations established by Alberta Education and the Division's mission, vision, beliefs, values, and goals.

A program of career-long learning must be an integral part of a teacher's professional life. Therefore, teachers are responsible for reflecting upon their professional practice and seeking improvement as part of a continuing professional development process.

Definition

Teaching Quality Standard means the standard and descriptors of knowledge, skills and attributes authorized by the Minister and other local standards specific to the operation of East Central Alberta Catholic schools.

Supervision means the ongoing process by which a Principal or the Superintendent carries out duties concerning teachers and teaching required by the Education Act, TQS, LQS, and Code of Professional Conduct for Teachers and Teacher Leaders, and Division policies and administrative procedures.

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 or the Superintendent in determining whether one (1) or more aspects of the teaching of a teacher does or does not meet the Teaching Quality Standard.

Notice of Remediation means the written notice issued by a Principal or Superintendent to a teacher where the Principal or the Superintendent has determined that a teacher's teaching does not meet the Teaching Quality Standard and such a statement describes:

- The behaviors or practices that do not meet the Teaching Quality Standard and the changes required.
- The remediation strategies the teacher is advised to pursue.
- How the determination will be made that the required changes in behavior 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

Teacher Professional Growth Plan means the career-long learning process whereby a teacher annually develops and implements a plan to achieve professional learning objectives or goals consistent with the *Teaching Quality Standard*.

Permanent Teaching Certificate (PPC) represents the certificate requirements for a professional to teach in Alberta. In addition, new teachers require an Interim Professional Certification (IPC), allowing them to teach in any Alberta school for up to three years. Teachers must complete two successful evaluation cycles over 400 instructional days to qualify for a PPC. Principals will complete the Division's *ECCS Permanent Teacher Certification Recommendation Form* and submit it for approval and processing by the Superintendent or designate.

Clevr Form Platform is a cloud-based form creation program that ECCS uses to document and print the Teacher Supervision, Evaluation, and Growth Plan (TSEG) cycles.

Probationary Contract refers to a teaching contract offered to teachers new to the school division. All probationary or second probationary contracts enter an evaluation cycle for the one-year contract term. (206 - 1-4 Education Act)

Continuing Contract refers to an ongoing year-to-year contract where a teacher has successfully completed two evaluation cycles over two years. The Principal supervises all teachers under a continuing contract for the contract term. If the Principal identifies any concerns about meeting the Teaching Quality Standard or divisional teaching expectations, the teacher would be placed under evaluation, remediation or possible job action, depending on the circumstances. (207 Education Act)

Part-time Continuous Contract refers to a part-time teaching contract over the entire school year and will continue from year-to-year. The Board may vary the time a teacher is to teach based on the instructional needs of the school or Division. (211 - 1 Education Act)

Temporary Contract refers to a temporary teaching contract offered to any teacher when a teacher replaces another teacher who is absent for more than 20 or more consecutive instructional days. (209 - 1 Education Act)

Procedures

1. Teacher Professional Growth

1.1 A teacher employed by the Division under:

- 1.1.1 A probationary contract,
- 1.1.2 A continuing contract,
- 1.1.3 An interim or temporary contract of one hundred and ten (110) or more teaching days

Is responsible for developing, implementing and completing during each school year an annual professional growth plan that meets the requirements of this administrative procedure. The format of the teacher growth plans will be developed at the school level.

1.2 A teacher's annual professional growth plan shall:

- 1.2.1 Reflect goals and objectives based on an assessment of learning needs by the teacher.
- 1.2.2 Show a demonstrable relationship to the Teaching Quality Standard.
- 1.2.3 Take into consideration the education plans of the school, Division and Alberta Education.

1.3 Subject to the approval of the Principal, a teacher's annual professional growth plan may:

- 1.3.1 Be a component of a long-term, multi-year plan.
- 1.3.2 Consist of a planned program of supervising a student teacher or mentoring a teacher.

- 1.4 A teacher's annual professional growth plan is to include a statement of goals and indicators of goal achievement.
 - 1.5 A teacher shall undertake periodic professional development related to Catholicity.
 - 1.6 A teacher shall submit a copy of the annual professional growth plan to:
 - 1.6.1 The Principal for review; or
 - 1.6.2 A representative body of teachers (e.g. the school professional development committee) for review, where the majority of teachers in a school, including the Principal, are willing to establish such a body;
- By October 30th or, where a teacher commences employment after September, within sixty (60) calendar days of commencement of employment.
- 1.7 By June 15, a teacher shall provide the Principal or the representative body of teachers where established, a written or verbal culminating report.
 - 1.8 The Principal or the representative body of teachers where established, shall review a teacher's completed annual professional growth plan in consultation with the teacher and determine whether the teacher's plan complies with the requirements in this administrative procedure.
 - 1.9 A completed annual professional growth plan shall be returned to the teacher and no copies shall be retained by the Division without the consent of the teacher.
 - 1.10 The Principal shall, by August 31st, submit to the Superintendent, written verification that each teacher has developed, implemented and completed an annual professional growth plan for the prior school year.
 - 1.11 Unless a teacher agrees, the content of an annual professional growth plan shall not be part of the evaluation process of a teacher.
 - 1.11.1 Notwithstanding the above, the Principal or Superintendent or designate may identify behaviors or practices that may require an evaluation provided that the information identified is based on a source other than the information in the annual teacher professional growth plan of the teacher.

2. Supervision

- 2.1 Supervision shall be conducted on a continuing basis for all teachers employed by the Division. Through ongoing supervision, a Principal or Superintendent or designate shall seek to be satisfied that a teacher's teaching meets the requirements of the Teaching Quality Standard.
- 2.2 In the professional course of duties, a Principal or the Superintendent or designate may receive information from any source and make observations about the quality of teaching a teacher provides to students. Relevant information and observations will be shared with the teacher.
- 2.3 In exercising educational leadership, a Principal or the Superintendent or designate may provide guidance and support to a teacher to improve the teacher's quality of instruction and this assistance may vary in nature depending upon the teacher's learning needs and professional circumstances.
- 2.4 Supervision is to be viewed as developmental and the teacher is to be willing to receive collegial advice and assistance to improve professional performance, identify areas of strength and provide opportunities for further growth.

- 2.5 When, through supervision, a Principal or the Superintendent or designate believes that a teacher's teaching may not meet the requirements of the Teaching Quality Standard, the Principal or the Superintendent or designate may:
 - 2.5.1 Work with the teacher directly, as part of the Principal's or the Superintendent's or designates' program of supervision, to provide assistance to change the behaviors or practices that may be problematic,
 - 2.5.2 Assign a delegate to work with the teacher directly, or
 - 2.5.3 Initiate an evaluation in accordance with these procedures.

3. Evaluation

- 3.1 The evaluation of a teacher by a Principal or the Superintendent or designate may be conducted:
 - 3.1.1 Within sixty days (60) of a written request of the teacher who holds a continuing contract and a permanent professional teaching certificate. This written request will be kept on the teacher's personnel file.
 - 3.1.2 For the purpose of gathering information related to a specific employment decision of a teacher who does not hold a continuing contract or a permanent professional teaching certificate. (Not applicable to first probationary contracts.)
 - 3.1.3 For purposes of assessing the growth of the teacher in specific areas of practice identified by the Division for the purposes of program or school evaluation.
 - 3.1.4 When, on the basis of information received through supervision, the Principal or the Superintendent or designate has reason to believe that the teaching of the teacher may not meet the Teaching Quality Standard.
 - 3.1.5 For the purpose of gathering information related to a specific employment decision on first year contracts of probationary teachers.
- 3.2 A recommendation by the Superintendent that a teacher be issued a permanent professional teaching certificate or offered employment of a continuing contract must be supported by the findings of two (2) or more evaluations of the teacher where:
 - 3.2.1 The first evaluation is completed by January 31st using Teacher Supervision, Evaluation form in Clevr
 - 3.2.2 The second evaluation is completed by April 30th using Teacher Supervision, Evaluation form in Clevr
- 3.3 On initiating an evaluation, the Principal or Superintendent or designate shall communicate in writing to the teacher by September 30th:
 - 3.3.1 The reasons for and purposes of the evaluation,
 - 3.3.2 The process, criteria and standards to be used,
 - 3.3.3 The timelines to be applied, and
 - 3.3.4 The possible outcomes of the evaluationUsing Form 404-1 Notice of Evaluation

- 3.4 Before proceeding with the evaluation, the Principal or the Superintendent or designate 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.
 - 3.4.1 Where possible, the teacher shall be involved in the mutual development and recognition of the process (including data collection procedures), criteria, standards, and timelines.
- 3.5 The Principal or the Superintendent or designate shall observe the teacher's teaching and, if appropriate, other activities relating to the teacher's assignment. The Principal or Superintendent and the teacher shall meet in a timely manner after the formal observation and occasionally to discuss matters related to the evaluation.
- 3.6 When the Principal or Superintendent or designate has completed a reasonable number of observations, which will include a minimum of two (2) formal observations two informal observations, each being at least one hour in length per evaluation, the Principal or Superintendent or designate shall determine if one (1) or more aspects of the teacher's teaching meets or does not meet the Teaching Quality Standard.
- 3.7 Within thirty (30) calendar days of the completion of the evaluation, the Principal or the Superintendent or designate shall complete the Final Evaluation Report on form in Clevr and shall include the Principal's or Superintendent's or designates recommendations pertaining to the teacher's employment, certification or remediation (if applicable).
- 3.8 When employees under continuous contract are being evaluated Teacher Supervision, Evaluation form in Clevr will be used and modified as required.
- 3.9 The Principal, the Superintendent or designate, and the teacher shall meet to discuss the evaluation. The teacher shall be allowed to append any written comments to the report, and the evaluation and the teacher's comments shall be placed in the teacher's personnel file.
- 3.10 When, in the conduct of a program or school evaluation under procedure 3.1.3, a Principal or the Superintendent or designate believes that a teacher's teaching may not meet the Teaching Quality Standard, the Principal or Superintendent or designate shall consider the program or school evaluation to be supervision under this administrative procedure and may initiate an evaluation under procedure 3.1.4.
- 3.11 When, as a result of an evaluation conducted under procedure 3.1.2 or 3.1.4, the Principal or Superintendent or designate determines that a teacher's teaching does not meet the Teaching Quality Standard, the Principal shall issue a notice of remediation to the teacher and the following steps shall be taken:
 - 3.11.1 A program of assistance, consistent with letter providing notice of remediation is offered to the teacher.
 - 3.11.2 After no more than one hundred (100) school days, a subsequent evaluation is undertaken.
 - 3.11.3 The evaluation ceases if the Principal or the Superintendent or designate concludes that the teacher's teaching meets the Teaching Quality Standard. A final evaluation report is completed on Teacher Supervision, Evaluation form in Clevr

- 3.11.4 If the Principal or Superintendent or designate concludes that the teacher's teaching still does not meet the Teaching Quality Standard, then, considering the best interest of the students, the teacher, the professional and the Division as a whole shall consider the following:
 - 3.11.4.1 An additional period of remediation, or
 - 3.11.4.2 A change of assignment, or
 - 3.11.4.3 A combination of procedures 3.11.4.1 and 3.11.4.2, or
 - 3.11.4.4 A recommendation to terminate the teacher's contract of employment.
- 3.11.5 Where a teacher's employment contract is not terminated under this procedure, the evaluation cycle continues at procedure 3.10 above.
- 3.11.6 A notice of remediation may replace the teacher's obligation to develop, implement, and complete an annual teacher professional growth plan and the teacher must comply with the notice of remediation.

4. 4. Review

- 4.1 A teacher may request a review of an evaluation not later than ten (10) calendar days after receiving an evaluation report.
- 4.2 The request for review shall be made, in writing, to the Superintendent and shall include the reasons for the review.
- 4.3 The Superintendent shall determine if the evaluation was carried out in compliance with this procedure. The Superintendent shall review the teacher's evaluation and render a decision within twenty (20) calendar days.

5. General

- 5.1 This administrative procedure applies to all teachers employed by the Division unless otherwise stipulated.
- 5.2 This administrative procedure does not restrict the Superintendent from taking:
 - 5.2.1 Disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds for believing that the actions or practices of a teacher endanger the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Division; or
 - 5.2.2 Any action or exercising any right or power under the Education Act.

Reviewed/Revised: March 2016, October 2016, July 2019, April 2023 September 2024

Reference: Sections 18, 33, 52, 53, 68, 196, 197, 204, 213, 214, 215, 218, 222, 225 [Education Act](#)
[Freedom of Information and Protection of Privacy Act](#)
 Code of Professional Conduct for Teachers and Teacher Leaders
 Certification of Teachers and Teacher Leaders Regulation 84/2019 [CLICK HERE](#)
 Practice Review of Teachers and Teacher Leaders Regulation 92/2019 [CLICK HERE](#)
 Alberta Education Teaching Quality Standard [CLICK HERE](#)
 Guide to Education ECS to Grade 12 [CLICK HERE](#)
 ASBA Legal Services October 2011
 Elk Island Catholic Separate Regional Division No. 41 – AP 422
 Evergreen Catholic Separate Regional Division No. 2 – AP 424
 Holy Family Catholic Regional Division AP 421