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**ADMINISTRATIVE PROCEDURE 411**  
**TEACHER GROWTH, SUPERVISION AND EVALUATION**

**Background**

The Division 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 teacher's actions, judgments and decisions are in the best educational interests of students and support optimum learning. The Division believes that the superintendency 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.

**Procedures**

1. The Teacher Growth, Supervision and Evaluation administrative procedure will comply with related Ministerial Orders and Alberta Education policies and regulations, and Grande Yellowhead Public School Division policies and procedures.
  - 1.1 The Teacher Growth, Supervision and Evaluation administrative procedure shall be reviewed annually by the Teacher Board Advisory Committee and any recommendations for modifications to the administrative procedure shall 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 shall be incorporated in the Annual Education Results Report.
2. All teachers employed by Grande Yellowhead Public School Division will be held responsible for their professional growth.
  - 2.1 All teachers employed by Grande Yellowhead Public School Division shall complete during each school year an Annual Teacher Professional Growth Plan that includes all of the following:
    - 2.1.1 The Annual Teacher Professional Growth Plan reflects goals and objectives based on a self-assessment of learning needs by the individual teacher;

- 2.1.2 The Annual Teacher Professional Growth Plan shows a demonstrable relationship to the Teaching Quality Standard as defined in the appendix to this administrative procedure; and
    - 2.1.3 The Annual Teacher Professional Growth Plan takes into consideration the education plans of the school, the Grande Yellowhead Public School 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 Grande Yellowhead Public School Division shall submit an annual teacher professional growth plan to their Principal or her/his designate(s) by October 30 of each school year. Any modifications to the annual teacher professional development plan that are made by teachers due to changes in identified needs or circumstances shall be submitted to the Principal or his/her designate(s) at the time of the changes.
  - 2.4 The Principal or her/his designate(s) shall review the annual teacher professional growth plan and, in consultation with the teacher, make a finding whether the teacher has completed an annual professional growth plan that complies with procedures 2.1, 2.2 and 2.3.
  - 2.5 The teacher's annual teacher professional growth plan shall be kept in the possession of the teacher. The teacher shall provide the Principal with a copy of the annual teacher professional growth plan as required in Procedure 2.3 and the Principal shall return it to the teacher at the end of the school year.
  - 2.6 The teacher shall implement her/his annual teacher professional growth plan and shall collaborate with her/his Principal to evaluate the progress in the implementation of the plan.
  - 2.7 If a review under procedure 2.4 finds that a teacher has not completed and implemented an annual teacher professional growth plan as required, the teacher shall be subject to disciplinary action as determined by the Superintendent.
3. There will be ongoing supervision of all teachers in Grande Yellowhead Public School Division in the performance of their professional duties.
  - 3.1 The Principal shall develop a plan for the supervision of teachers in his/her school and such a plan shall be incorporated as part of the annual school education plan and the results of the implementation of the supervision plan shall be reported in the school's annual results report.
  - 3.2 Supervision of teachers shall 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 Standards as defined in the appendix to this administrative procedure;
  - 3.2.2 Provide support and guidance to teachers;
  - 3.2.3 Observe and receive information about the quality of teaching a teacher provides to students; and
  - 3.2.4 Identify the behaviors or practices of a teacher that for any reason may require evaluation.
4. All teachers in the Grande Yellowhead Public School Division will be subject to evaluation procedures as required for specific purposes.
- 4.1 The evaluation of a teacher by a Principal shall 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 teaching of the teacher may not meet the Teaching Quality Standard as defined in the appendix 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 two or more evaluations of the teacher.
  - 4.3 The Principal shall develop a plan for the evaluations required as a result of needs identified in procedure 4.1 and 4.2, and such a plan shall be incorporated in the Annual School Education Plan and the results of the implementation of the evaluation plan shall be reported in the school's annual results report.
  - 4.4 On initiating an evaluation, the Principal shall 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 shall:
  - 4.5.1 Complete a written report in a format specified by the Superintendent which shall provide space for the teacher's comments and/or reactions, the appeal procedures, the signatures of both the evaluator and the teacher, and 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 shall 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 behavior 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 shall 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 shall describe:
  - 4.7.1 The behaviors and practices that do not meet the Teaching Quality Standards as defined in Appendix 411 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 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.
5. Subsequent to an evaluation the teacher has the right to appeal.
  - 5.1 A teacher shall have the right to appeal an evaluation of his/her teaching performance.
  - 5.2 An appeal shall be made, in writing, directly to the Superintendent within ten (10) teaching days of receipt of the written evaluation report. The teacher shall state clearly the reason(s) the evaluation is being contested.
  - 5.3 Within ten operational days of receipt of an appeal, the Superintendent shall consider the appeal, review relevant documents, and conduct a hearing so chooses.
  - 5.4 The Superintendent shall determine whether or not 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 shall identify a new evaluator, and the time and manner of any re-evaluation. The new evaluator shall not be given the particulars of the previous evaluation. 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 procedure 4.
- 6.2 Provision for secure storage shall 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, 20, 22, 60, 61, 113 School Act  
Freedom of Information and Protection of Privacy Act  
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)  
Practice Review of Teachers Regulation 4/99  
Teaching Quality Standard – Ministerial Order 016/97  
Teacher Growth, Supervision and Evaluation Policy 2.1.5  
Guide to Education ECS to Grade 12

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