



402.5AP TEACHER PROFESSIONAL GROWTH, SUPERVISION AND EVALUATION

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LEGAL REFERENCE:

- *Education Act Part 7, Division 2*
- [Alberta Education Teacher Growth, Supervision and Evaluation Policy](#)
- [Teaching Quality Standard](#) - Ministerial Order #001/2020 (Amended 2023)

CROSS REFERENCE:

- [Exhibit #1 Professional Growth Plan Template](#)
- [Exhibit #2 Evidence Gathering Instrument](#)
- [Exhibit #3 Teacher Evaluation Report](#)
- [402.12AP Staff Remediation](#)

INTRODUCTION

Students attending Buffalo Trail Public Schools deserve the best possible instruction. The quality of instruction in a Division, no matter how high the existing level is, can always be improved if we subscribe to the concept that this organization is a caring community of learners. The use of appropriate teacher growth, supervision and evaluation practices in the Division enhances the improvement of instruction for students in the Division.

Focusing on growth supports the Division as a community of learners. The ongoing guidance and support by supervisors enable timely feedback leading to growth. Appropriate teacher evaluation provides useful information describing areas of improvement, teacher strengths and determining the employment status of a teacher in the Division. The combination of informed growth, supervisory and evaluation practices, in a general sense, are designed to provide quality teaching in the Division.

PROCEDURES:

Teacher Growth

1. All teachers are responsible for completing an annual teacher professional growth plan that:
 - 1.1 reflects goals and objectives based on an assessment of learning needs by the individual teacher,
 - 1.2 shows a demonstrable relationship to the *Teaching Quality Standard*, and
 - 1.3 takes into consideration the education plans of the school, the school authority and the Government.
2. The plan must be submitted to the school principal by September 30 or within 30 days of a contract start date. The principal will review the plan, in consultation with the teacher, to provide feedback and make a finding whether the teacher has completed the plan. Failure to provide a growth plan may result in disciplinary action.
3. *Exhibit #1 Professional Growth Plan Template* provides a format a teacher may use.
4. Teachers should take primary responsibility for their own professional growth, the goal of which should be improved instructional practices that enhance student learning.

Supervision

5. Ongoing supervision of teachers by the principal, including:
 - 5.1 providing support and guidance to teachers;
 - 5.2 observing and receiving information from any source about the quality of teaching a teacher provides to students; and
 - 5.3 identifying the behaviours or practices of a teacher that for any reason may require an evaluation.

Evaluation

6. The program of evaluation will serve the function of providing the principal and School Division with the opportunity to assist a teacher to improve their teaching performance to a level satisfactory to the School Division and meets the *Teaching Quality Standard* established by Alberta Education.
7. An evaluation can be conducted for a number of different purposes including:
 - 7.1 upon the written request of the teacher
 - 7.2 for purposes of gathering information related to a specific employment decision
 - 7.3 for the purpose of recommending certification
 - 7.4 for purposes of assessing the growth of the teacher in specific areas of practice, and
 - 7.5 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*.
8. A teacher will be notified in writing of the purpose of the evaluation, the process of evaluation, and the possible outcomes of the evaluation.
9. A properly devised evaluation program of all staff members will result in improvement of instruction.

10. A properly devised evaluation process can identify the teacher's demonstration of meeting the *Teaching Quality Standard* competencies.
11. The evaluator will gather evidence over time from any source on the demonstration of meeting the *Teaching Quality Standard* competencies and use *402.5AP Exhibit 2 Evidence Gathering Instrument* to document the information gathered.
12. Upon completion of an evaluation, the principal must provide the teacher with a copy of the completed evaluation report. *Exhibit #3 Teacher Evaluation Report*
13. Where applicable, as the result of an evaluation, a principal determines that a change in the behaviour or practice of a teacher is required, the principal may provide to the teacher a notice of remediation. This process is described in *402.12AP Staff Remediation*.