



# HUMAN RESOURCES MANAGEMENT 33 – Teacher Growth, Supervision and Evaluation

Date: Sept. 17, 2003 Revised: Apr. 10, 2013 Responsible Administrator: Associate Superintendent, Human Resources

## 1.0 RATIONALE

The Sturgeon School Division Board of Trustees recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Board provides professional staff a means to continue their professional growth to meet the needs of students. The teaching quality standard in Sturgeon School Division consists of the Ministerial Order Knowledge, Skills and Attributes (KSAs) as outlined in Alberta Education regulations and the Sturgeon guides to growth, supervision, and evaluation of professional staff.

## 2.0 GUIDELINES

2.1 The Superintendent or designate shall be responsible and accountable for:

- 2.1.1 Communicating to school administrators, teachers and other stakeholders the Division's Standards of Professional Practice which consists of the Teaching Quality Standard.
- 2.1.2 Supervising the implementation of the Teacher Growth, Supervision and Evaluation Policy.
- 2.1.3 Encouraging and promoting a positive School Division culture and climate that fosters continuous professional learning by all professional staff.
- 2.1.4 Receiving reports from principals indicating each professional staff member has annually developed a Professional Growth or Mentorship Plan, and submitted a Summary Report or undertaken consultation regarding the Professional Growth Plan.
- 2.1.5 Supporting principals and professional staff in the growth, supervision and evaluation processes including the receiving of Notices of Evaluation and Evaluation Summary Reports.
- 2.1.6 Recommending, where appropriate, a teacher who meets the requirements for permanent certification as outlined in the Certification of Teachers Regulation.

References: *Board Policy E/V/1 Growth, Supervision and Evaluation of Professional Staff*  
*Admin Practice: HRM33A - Growth, Supervision and Evaluation of Itinerant Teachers*  
*SSD Guide to Growth and Supervision of Professional Staff*  
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- 2.1.7 Receiving copies of Notices of Remediation and Remediation Summary Reports arising from the remediation process.
  - 2.1.8 Receiving copies of Letters of Direction and Reprimand.
  - 2.1.9 Receiving appeals from staff and directing these appeals to the Central Office personnel.
  - 2.1.10 Based upon information provided by the principal and/or Central Office personnel, determining if a professional staff member's conduct or practice warrants disciplinary action and the extent of the disciplinary action.
- 2.2 Principals shall be responsible and accountable for:
- 2.2.1 Supervising professional practice on an ongoing basis within available resources and personnel by:
    - 2.2.1.1 Reviewing long and short range planning documents.
    - 2.2.1.2 Observing professional practice.
    - 2.2.1.3 Identifying strengths in professional practice.
    - 2.2.1.4 Identifying behaviours or practices that require evaluation.
  - 2.2.2 Annually receiving by October 15, or within 45 days after the first teaching day if the professional staff member is hired after September 15, a professional growth or mentorship plan.
  - 2.2.3 Engaging in a collaborative process with each professional staff member to receive and review the Professional Growth or Mentorship Plan by November 15. In the case of a professional staff member hired after September 15, this collaborative process will commence within two weeks of receipt of the Professional Growth Plan or Mentorship Plan.
  - 2.2.4 Submitting by June 30 written verification to the Superintendent that each professional staff member has completed a summary report or undertaken formal consultation on the Professional Growth or Mentorship Plan.
  - 2.2.5 Fostering positive school cultures and climates that demonstrate continuous professional learning.

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- 2.2.6 Engaging in on-going supervision of professional staff and evaluating, when appropriate, staff within their school to:
  - 2.2.6.1 Determine whether a professional staff member's practice meets the Standard.
  - 2.2.6.2 Indicate to the Superintendent or designate whether a teacher holding an interim professional certificate meets the requirements of permanent certification as outlined in the Certification of Teachers Regulation.
- 2.2.7 Utilizing the appropriate processes, letters and forms found in the Sturgeon Guide to Growth, and Supervision of Professional Staff and the Guide to Evaluation of Professional Staff.
  - 2.2.7.1 The principal may designate a vice-principal to oversee a portion of the ongoing supervision of professional staff.
  - 2.2.7.2 The principal may designate a Professional Learning Team (PLT) to oversee annual professional growth or mentorship plans of professional staff.
- 2.3 Professional Staff shall be responsible and accountable for:
  - 2.3.1 Being knowledgeable of the Board's policy on Teacher Growth, Supervision and Evaluation.
  - 2.3.2 Being knowledgeable of the processes outlined in the Sturgeon Guide to Growth and Supervision of Professional Staff and Guide to Evaluation of Professional Staff.
  - 2.3.3 Meeting all of the Knowledge, Skills and Attributes (KSAs) appropriate to their interim or permanent certification that comprise the Teaching Quality Standard.
  - 2.3.4 Taking responsibility for professional growth by developing, implementing, executing, and reporting on an annual Professional Growth Plan.
  - 2.3.5 Participating professionally in the growth and supervision process.
  - 2.3.6 Participating professionally in any requested or required evaluation or remediation process.
  - 2.3.7 Addressing those areas for improvement as identified during supervision and in evaluation summary and remediation reports.

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- 2.3.8 Completing tasks assigned or adhering to directives given them as per the School Act, Alberta Education regulations, School Board policy, and Superintendent or designate authority.
- 2.4 Notwithstanding any other provision in the Growth and Supervision and Evaluation of Professional Staff process:
  - 2.4.1 A Superintendent, designate or principal may take disciplinary or other action, as appropriate, where there are reasonable grounds for believing that the actions or practices of a professional staff member endanger the safety of students, or constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board.
  - 2.4.2 A Board or Superintendent may suspend an employee for the performance of duties under the provisions of The School Act.
    - 2.4.2.1 Where an employee is suspended or terminated, provisions under the appropriate legislation or regulation shall apply.

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