

## STAFF GROWTH, SUPERVISION AND EVALUATION

### Background:

The Division is dedicated to maintaining high-quality staff. The following outlines the general administrative procedures for the implementation of staff growth, supervision and evaluation in the Division.

### Procedures:

#### 1. Responsibility

- 1.1. Staff members shall be responsible and accountable for the following:
  - 1.1.1. meeting the Quality Standard(s);
  - 1.1.2. developing, implementing and completing an annual Professional Growth Plan (PGP);
  - 1.1.3. participating in the growth, supervision and evaluation process; and
  - 1.1.4. reporting annually to the principal, supervisor or representative group of staff delegated by the principal or supervisor on their PGP.
- 1.2. The principal or supervisor shall be responsible and accountable for the following:
  - 1.2.1. meeting the Leadership Quality Standard (LQS);
  - 1.2.2. evaluating staff within their school or department;
  - 1.2.3. supporting staff in the growth, supervision and evaluation process;
  - 1.2.4. ensuring each staff member prepares and provides an annual Professional Growth Plan;
  - 1.2.5. supervising each staff member's practice and performance on a regular and ongoing basis;
  - 1.2.6. determining whether a staff member's practice and performance is acceptable or unacceptable;
  - 1.2.7. recommending to the Associate Superintendent of Human Resources whether a teacher holding an interim professional certificate meets the requirements of permanent certification as outlined in the Certification of Teachers and Teacher Leaders Regulation;
  - 1.2.8. applying supervision and evaluation procedures appropriate to the situation, including delivering a notice for remediation when required;
  - 1.2.9. providing an annual PGP to the Superintendent; and
  - 1.2.10. providing a report to the Associate Superintendent of Human Resources indicating all staff have completed and reviewed an individual PGP.

#### 2. Professional Growth Plan (PGP)

- 2.1. All probationary, permanent and continuing contract staff and designated staff—full time and part time—shall develop, implement and review a PGP on an annual basis.
- 2.2. All staff shall submit a PGP, in writing, for review by October 30 to:
  - 2.2.1. the principal or supervisor; or

- 2.2.2. a group of staff delegated by the principal or supervisor. The membership of the representative group of staff shall be determined by the principal or supervisor in consultation with staff.
- 2.3. The PGP:
  - 2.3.1. shall foster improvement of instruction, professional growth and improved practice;
  - 2.3.2. shall be meaningful and pertinent to the particular current position or assignment(s), or anticipated future position or assignment(s);
  - 2.3.3. shall reflect goals and objectives based on the staff member's individual assessment of professional learning need;
  - 2.3.4. shall have a demonstrable relationship to the Quality Standard(s) for all staff;
  - 2.3.5. shall consider the education plans for the school, the Division and Alberta Education;
  - 2.3.6. may be a component of a long-term, multi-year plan; and
  - 2.3.7. may consist of a planned program of supervising a student-teacher, apprentice or mentoring a colleague.
- 2.4. The PGP shall include:
  - 2.4.1. a goal or objective statement(s);
  - 2.4.2. strategies for the goal or objective achievement;
  - 2.4.3. indicators and measures of the goal or objective achievement;
  - 2.4.4. demonstration of the relationship to the Quality Standard(s);
  - 2.4.5. an estimated plan completion timeline; and
  - 2.4.6. reflections and implications of the growth plan.
- 2.5. All staff shall provide the principal or supervisor or the representative group of staff delegated by the principal or supervisor with a written, verbal or both culminating report on or before June 30. The report shall include specific indicators that support the degree of the goal or objective completion.
- 2.6. The report shall also provide reflections on how the staff member's professional practice has improved or how student learning and client service has been improved.
- 2.7. The principal or supervisor or representative group delegated by the principal or supervisor shall, in consultation with the staff member, determine whether the staff member has completed a PGP that complies with Alberta Education and Division expectations.
- 2.8. The principal or supervisor shall keep a copy of the staff member's current PGP and supporting documentation in the school or department in accordance with the *Freedom of Information and Protection of Privacy Act*.
- 2.9. The principal or supervisor shall submit to the Associate Superintendent of Human Resources written verification that each staff member has developed, implemented and reviewed their PGP. The report, for the preceding academic year, is due on or before August 31.

- 2.10. If a review by a principal or supervisor or representative body delegated by the principal or supervisor finds a PGP has not been completed as required, the staff member may be subject to disciplinary action.
  - 2.11. A principal or supervisor may identify behaviours or practices that require an evaluation, provided the information identified is based on a source other than the information in the PGP of the staff member.
3. Supervision
    - 3.1. The principal or supervisor shall supervise each staff member's practice on an ongoing basis.
    - 3.2. All staff shall participate in the ongoing supervision process.
    - 3.3. Ongoing supervision shall:
      - 3.3.1. provide feedback, support and guidance to staff members;
      - 3.3.2. include observing and receiving information from any source about the quality of practice provided; and
      - 3.3.3. identify the behaviours or practice of a staff member that for any reason may require an evaluation.
4. Evaluation
    - 4.1. Evaluations may be conducted:
      - 4.1.1. upon the written request of the staff member;
      - 4.1.2. for purposes of gathering information related to a specific employment decision;
      - 4.1.3. for purposes of assessing the growth of the staff member in specific areas of practice; or
      - 4.1.4. when, on the basis of information received through supervision, the principal or supervisor has reason to believe the practice of the staff member may not meet the Quality Standard(s).
    - 4.2. Evaluations shall include the following procedures:
      - 4.2.1. The principal or supervisor shall meet with the employee to communicate explicitly to the staff member:
        - 4.2.1.1. the reasons and purposes for initiating the evaluation;
        - 4.2.1.2. the process, criteria and standard(s) to be used;
        - 4.2.1.3. the timelines to be applied; and
        - 4.2.1.4. the possible outcomes of the evaluation.
      - 4.2.2. A written account of the meeting prepared by the principal or supervisor shall be provided to the staff member.
    - 4.3. Following the completion of an evaluation, the principal or supervisor shall provide to the employee:
      - 4.3.1. a copy of the records and documentation resulting from the evaluation;
      - 4.3.2. the original completed evaluation report; and
      - 4.3.3. a written determination of acceptable or unacceptable performance.
    - 4.4. A copy of the evaluation report shall be forwarded to a director of Human Resources and placed in the employee's central personnel file.

- 4.5. Where, as the result of an evaluation, a principal or supervisor determines the Quality Standard(s) have not been met, the principal or supervisor shall provide to the staff member a Notice of Remediation.
- 4.6. The Notice of Remediation may stipulate the remediation strategies stated in that notice replace the obligation of the staff member to develop and implement a PGP for that school year.
- 4.7. A Notice of Remediation shall describe:
  - 4.7.1. the behaviours or practices that do not meet the Quality Standard(s) and the changes required;
  - 4.7.2. the remediation strategies the staff member is advised to pursue;
  - 4.7.3. how the determination shall be made that the required changes in behaviour or practice have taken place;
  - 4.7.4. applicable timelines;
  - 4.7.5. the consequences of not achieving the required changes including, but not limited to, termination of the staff member's contract of employment;
  - 4.7.6. that the notice comes into effect on the date it is delivered in person or by other means such as registered mail; and
  - 4.7.7. that should any timeline or period of time specified in the notice be interrupted for any reason other than a scheduled holiday or break, the timeline or period of time shall be suspended for the duration of the interruption and shall be reinstated on the date the interruption ends.
- 4.8. An account of the meeting prepared by the principal or supervisor shall be provided to the staff member and a director of Human Resources for placement in the staff member's central personnel file.
- 4.9. Following the completion of the evaluation, the principal or supervisor shall provide to the employee:
  - 4.9.1. a copy of the records and documentation resulting from the evaluation;
  - 4.9.2. the original completed evaluation report; and
  - 4.9.3. a written determination of acceptable or unacceptable performance.
- 4.10. Should remediation not occur and the employee's practice is determined to be unacceptable, the Superintendent shall make employment decisions in accordance with the *Education Act*:
  - 4.10.1. The principal or supervisor may take disciplinary or other action, as appropriate, where there are reasonable grounds for believing the actions or practices of a teacher endanger the safety of students, or constitute neglect of duty.
  - 4.10.2. The principal or supervisor may initiate a process of progressive discipline.
  - 4.10.3. The Superintendent may suspend an employee for neglect in the performance of their duties under the provisions of the *Education Act*.
  - 4.10.4. Where an employee is suspended or terminated, provisions under the appropriate legislation shall apply.

- 4.11. A recommendation by the Superintendent that a teacher be issued a permanent professional teaching certificate or be offered employment under a continuing contract shall be supported by:
  - 4.11.1. the results of two or more evaluations of the staff member; and
  - 4.11.2. a statement by the Superintendent that the teacher:
    - 4.11.2.1. consistently uses the knowledge, skills and attributes specified within the Quality Standard(s) in ways that effectively help students learn;
    - 4.11.2.2. consistently demonstrates sound professional judgment in all matters related to teaching; and
    - 4.11.2.3. has demonstrated significant professional growth in keeping with the Quality Standard(s) and descriptors of quality teaching.

## 5. Appeal

- 5.1. A staff member who does not agree with a written evaluation report has the right to appeal the evaluation.
- 5.2. The appeal must be in writing, sent by registered mail, or presented in person to the supervisor within 15 calendar days of receipt of the evaluation report.
- 5.3. When requesting an appeal, the employee is expected to clearly state the reason for the appeal, being specific as to the process, judgment or aspect of the supervisor's evaluation of their performance that is being appealed.
- 5.4. The originator of the evaluation report shall provide a written response within 15 calendar days of receipt of the appeal.
- 5.5. If the initial appeal does not resolve the disagreement, a second written appeal may be made to the Associate Superintendent of Human Resources within 15 calendar days of the evaluator's response to the first appeal.
- 5.6. Upon receipt of an appeal, the Associate Superintendent of Human Resources shall, within 15 calendar days, establish proceedings for review of the appeal. Proceedings may include any or all of the following:
  - 5.6.1. reviewing the employee's file;
  - 5.6.2. convening a meeting with the employee, immediate supervisor and other appropriate staff;
  - 5.6.3. assigning another administrator to do an additional evaluation report;
  - 5.6.4. convening a special advisory panel to review the appeal; and
  - 5.6.5. outlining and suggesting appropriate alternatives.
- 5.7. Upon completion of the evaluation, the Associate Superintendent of Human Resources shall, within five calendar days, advise the Superintendent of the findings.
- 5.8. The Superintendent's decision is final and shall be communicated, in writing, to the staff member.

## Reference:

Section 18, 52, 53, 55, 196, 197, 213, 214, 215, 218, 222 *Education Act*  
*Freedom of Information and Protection of Privacy Act*

*Personal Information Protection Act*

*Teaching Profession Act*

Certification of Teachers and Teacher Leaders Regulation (AR 84/2019)

Practice Review of Teachers and Teacher Leaders Regulation (AR 92/2019)

Ministerial Order 001/2013 – Student Learning

Teaching Quality Standard (TQS)

Leadership Quality Standard (LQS)

Classified Quality Standard (CQS)

Guide to Education ECS to Grade 12

Practice Review Bylaws

[Appendix 409-A: Professional Growth Plan \(PGP\) Guide for Teachers](#)

[Appendix 409-B: Professional Growth Plan \(PGP\) Guide for Classified Staff](#)

[Appendix 409-C: Professional Growth Plan \(PGP\) Guide for Leadership](#)