



AP 4 – 12 Teacher Supervision and Professional Growth Plans

Related Policies:	Initial Approval: 2015 March 31
Related Procedures:	Last Amended: 2018 June 27
Exhibits:	Last Reviewed: 2019 December 17

PURPOSE

The Division expects that all its Teachers will consistently meet or exceed the Teaching Quality Standard. Teachers, Principals, Vice Principals, and Superintendents shall work together to achieve this standard. The Division believes that this standard is best achieved through teacher professional growth.

SCOPE

DEFINITIONS

“Supervision” means the ongoing process by which a Principal carries out duties in respect to Teachers and teaching required under section 197 of the *Education Act*, and exercises educational leadership. The purpose of supervision is to:

1. provide support, guidance and development opportunities;
2. provide direct, constructive feedback about professional practice;
3. identify professional behaviors and practices that should be recognized as exemplars; and
4. identify professional behaviors and practices that may not meet the Teaching Quality Standard.

“Teacher professional growth” means the career-long learning process which involves individual reflection, dialog with colleagues about professional practice, and an annual Teacher professional growth plan (“the plan”). Each year, the Teacher develops and implements the plan to achieve professional learning objectives or goals that are consistent with the Teaching Quality Standard.

“Teaching Quality Standard” means the Alberta Education Teaching Quality Standard.

“Teacher” means a teacher as defined in the *Education Act* who is employed by the Board:

1. under a probationary contract;
2. under a continuing contract;
3. under an interim contract at the start of the school year and intended to last for more than three (3) months;
4. under a temporary contract at the start of the school year and intended to last for more than three (3) months.

“Principal” means a Principal as defined in the *Education Act*. The Principal may designate supervision duties to a Vice-Principal or Supervision Team.

“Supervision Team” means a group of two or more Teachers delegated by the Principal to review another Teacher’s professional growth plan if the Principal and teaching staff determine that a Supervision Team will be established.

PROCEDURES

A. Teacher Professional Growth

1. Each year, before the first day of student attendance, the Principal shall review this Administrative Procedure with Teachers.
2. During each school year each Teacher shall develop, implement and complete, a Teacher professional growth plan that:
 - 2.1. reflects goals and objectives, based on an assessment of learning needs identified by the individual Teacher;
 - 2.2. shows a demonstrable relationship to the Teaching Quality Standards; and
 - 2.3. takes into consideration the education plans of the school and the Board.
3. The Teacher professional growth plan shall include:
 - 3.1. goals/objectives;
 - 3.2. strategies for achieving each goal/objective;
 - 3.3. indicators and/or measures of the achievement of each goal/objective; and
 - 3.4. an estimated timeline for the completion of each goal/objective.
4. The Teacher professional growth plan:
 - 4.1. may be a component of a long-term, multi-year plan; or
 - 4.2. may include a component of supervising a student teacher or mentoring another Teacher.
5. Unless the Teacher agrees, the content of the Teacher professional growth plan shall not be used as part of an evaluation process.
6. The Teacher professional growth plan is the property of the Teacher although a copy may be kept by the Principal. The plan shall be returned to the Teacher at the end of the school year.
7. Each year school year, by September 30, the Teacher shall submit a copy of that school year’s Teacher professional growth plan to the Principal.
8. Each year school year, by November 15, the Principal shall meet with the Teacher to:
 - 8.1. orally review the Teacher’s professional growth plan;
 - 8.2. discuss the opportunities available for mentoring, coaching, and support

8.3. engage in meaningful and honest dialogue about the Teacher's professional growth plan

9. Each school year, by May 31, the Teacher and Principal will discuss the attainment of the Teacher's professional goals.

B. Supervision

1. Each school year, before the first day of student attendance, the Principal shall review with all Teachers the Board's guidelines and procedures regarding Teacher supervision and evaluation.

2. Supervision of Teachers by Principals is intended to assist Teachers in meeting their professional responsibilities and to enhance teaching knowledge, skills, and attributes that maximize student learning. The process of Supervision must be ongoing, supportive and collegial in nature.

3. The Supervision process shall:

3.1. provide ongoing Supervision for all Teachers in the school;

3.2. include observations and information from any source about the quality of teaching

3.3. identify professional behaviors and practices that should be recognized as exemplars; and

3.4. identify professional behaviors and practices that may not meet the Teaching Quality Standard.

REFERENCE AND LINKS

Legal References and Links

Education Act

Teacher Growth, Supervision and Evaluation (AB ED Policy 2.1.5)

Teaching Quality Standard

HISTORY

2018 June 27 Reviewed

2019 Dec 17 Reviewed