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**Teacher Supervision and Evaluation Handbook**

**TEACHER SUPERVISION AND EVALUATION**

Lethbridge School District No. 51 strives to ensure that students of the district are served by the best qualified and most effective staff in each position. With a commitment to constantly improving educational programs, promoting and supporting on-going professional development of best practice, and overseeing an employee supervision and evaluation program that contributes to the enhancement of professional staff, Lethbridge School District No. 51 is devoted to the pursuit of learning.

**Terms**

1. ***Supervision:*** the on-going process by which a principal carries out duties in respect to teachers and teaching required under section 20 of the School Act and exercises education leadership including:
   1. Providing support and guidance to teachers;
   2. Observing and receiving information from any source about the quality of teaching a teacher provides to students; and
   3. Identifying the behaviours or practices of a teacher that for any reason may require an evaluation.
2. ***Evaluation:*** the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a principal or designate in determining whether one or more aspects of the teaching of a teacher exceeds, meets or does not meet the [Teaching Quality Standard](https://education.alberta.ca/media/3739620/standardsdoc-tqs-_fa-web-2018-01-17.pdf) (TQS).
3. ***Teacher Growth:*** the career-long learning process whereby a teacher annually develops and implements a plan to achieve professional learning objectives or goals.
4. ***Temporary Contract:*** A teacher may be employed by a board under a temporary contract of employment when that teacher is employed for the purpose of replacing a teacher who is absent from the teacher’s duties for a period of 20 or more consecutive teaching days.
5. ***Probationary Contract:*** Most teachers, particularly those just entering the profession or new to the province, will start employment with a board under a probationary contract, a provision introduced by the School Act 1988. Section 98 sets out the requirements.
   1. The contract must be for a complete school year, cannot be offered to someone employed by the board in the preceding school year (other than as a substitute or temporary contract teacher—see below) and will terminate on the following June 30. If, at the end of the year, the employer’s evaluations of the teacher so indicate and the teacher agrees, the probationary contract may be extended for an additional period not exceeding a second full year.
   2. A board may employ a teacher under a probationary contract of employment for a complete school year if that teacher:
      1. was not employed by that board as a teacher in the school year prior to the school year in which the contract was entered into, or
      2. was employed by that board in the school year prior to the school year in which the contract was entered into
      3. A probationary contract of employment shall terminate on the June 30 next following the commencement date specified in the contract.
      4. if evaluations of the teacher indicate to the board that a further probationary period is required and the teacher agrees, the probationary contract of employment may be extended for a further period ending no later than the June 30 next following the date of the renewal of the contract.
6. ***Continuing Contract:*** A board may employ a teacher on a continuing contract, if the board has been employing the teacher either under a probationary contract (or an extended probationary contract) or under an interim contract, and the board wishes to employ that teacher in the next school year and the teacher agrees, the teacher is on a continuing contract. The continuing contract is a contract that remains in force from year to year without any further documentation being required.

**Temporary Contract: Evaluation Timeline**

Teachers employed under a temporary contract will have on-going supervision but will not receive comprehensive evaluation unless granted by the school Principal. An Administrator may decline a teacher request for evaluation if the duration of the contract does not allow for a formalized process and the request represents an unreasonable burden for the Administrator. A request for evaluation can be made by contacting the Human Resources Department.

**Probationary Contract: Evaluation Timeline**

Teachers employed under a probationary contract will will have on-going supervision and will receive a comprehensive evaluation as outlined below.

Mid-term Evaluation Report: Prior to January 15th the administration should complete a minimum of three formal observations and various informal observations. Each of the advance notice observations (formal) shall be preceded by a pre-conference and all followed by a post-conference.

***September:***

* Meet with probationary teachers regarding evaluation process.
* Issue Notice of Evaluation
* Review [Policy 402.11.1](http://www.lethsd.ab.ca/400%20Staff%20Personnel.php) Teacher Growth, Supervision and Evaluation
* Review [Teaching Quality Standard](https://education.alberta.ca/media/3739620/standardsdoc-tqs-_fa-web-2018-01-17.pdf) (TQS)
* First observation, either formal or informal, should be within the first 30 days of teacher contract

***October:***

* The principal, or designate, shall, in consultation with the teacher, determine whether the teacher has complied with Professional Growth Plan procedures. ([402.11.1Teacher Growth, Supervision and Evaluation Procedure)](http://www.lethsd.ab.ca/400%20Staff%20Personnel.php)

Mid-term Evaluation Report: Prior to mid-January the administration will complete a minimum of three formal observations and various informal observations. Each of the advance notice observations (formal) shall be preceded by a pre-conference and all followed by a post-conference.

***January:***

* Mid-term evaluation report due this month.
* Mid-term evaluation reports completed and seen by the teacher by January 15th.
* By January 31st, three copies of the mid-term report are to have been printed and signed by the teacher indicating receipt.
* One to teacher
* One to Deputy Superintendent: Human Resources
* One on file in school personnel file

Final Evaluation Report: Prior to April 15th the administration will complete a minimum of three formal observations and various informal observations. Each of the advance notice observations (formal) shall be preceded a pre-conference and all followed by a post-conference.

***April:***

* Final evaluation reports due this month.
* Final evaluation reports completed and seen by the teacher by April 15th.
* By April 30th, three copies of the final report are to have been printed and signed by the teacher indicating receipt.
  + One to teacher
  + One to Deputy Superintendent Human Resources
  + One on file in school personnel file

**Probationary Teacher Evaluation: Process**

1. Meet with the teacher and discuss Teacher Professional Growth, Supervision and Evaluation Process.
2. Send a [letter](http://www.lethsd.ab.ca/documents/general/LETHSD_Notice_of_Evaluation%202018.docx) to the teacher indicating the following:
   1. Evaluation process, formal and informal
   2. Timelines of evaluation
   3. Possible outcomes of evaluation
3. Distribute and ask teacher to complete the [Teacher Evaluation Discussion Guide Template](http://www.lethsd.ab.ca/documents/general/LETHSD_Teacher_Evaluation_Discussion_Guide_Template%20NEW.docx)
4. Set up time for pre-visit meeting
5. Ask for the above document to be completed and a lesson plan to be provided
6. Ask for long-term plans, daily lesson plans, discipline plan etc. as required by the evaluation document
7. Meeting #1
   1. Review previously distributed documents to clarify
   2. Discuss background document
   3. Review lesson plan for lesson to be observed
   4. Begin interview process to complete evaluation document
   5. Determine date and lesson to be observed
8. Classroom Observation
   1. Record running notes of the observed class
9. Post-lesson Observation Meeting #2
   1. Review class observation notes and evaluation document to date.
   2. Determine need for additional information to complete evaluation document.
10. Repeat Pre-Lesson Observation meeting
    1. Targeted areas of observation may be identified and data collected
       1. For example – time on task, questioning techniques, transitions between activities, etc.
11. Repeat Post-Lesson Observation Meeting
12. Write first draft of evaluation document
13. Set up meeting to review with the teacher
14. Write evaluation document
15. Set up meeting to review with the teacher
16. Three copies of the final report are to be printed and signed by the teacher indicating receipt.
    1. One to teacher
    2. One to Deputy Superintendent Human Resources
    3. One on file in school personnel file

If the teacher does not agree with the contents of the evaluation, change any inaccuracies but DO NOT CHANGE your professional judgment. Include recommendations for improvement along with supports needed to assist with the improvement.

**Continuing Contract: Evaluation Timeline**

* The principal conducts ongoing supervision.
* The principal provides feedback to the teacher on concerns raised during supervision.
* The principal provides guidance, support and assistance to the teacher to address concerns identified through supervision.
* The teacher demonstrates improvement or the teacher seems unable to respond to the assistance and suggestions offered during supervision.
* The principal decides, based on the evidence gained through supervision, that the teacher’s teaching may not be meeting the expectations of the Teaching Quality Standard and board policy.
* The principal meets with the teacher to discuss the concern or evidence that the teaching may not meet the Teaching Quality Standard.
* This meeting may result in:
  + the teacher continuing under the supervision process or
  + a written notice of evaluation being given to the teacher
* The principal and teacher meet to discuss and draft an evaluation plan.
* Appropriate time is provided to carry out the evaluation as described in the evaluation plan.
* The principal writes and presents the evaluation to the teacher who has the opportunity to append notes to the report. The evaluation report may recommend one of three options:
  + The teacher, having met the expectations of the Teaching Quality Standard, continues in the supervision process.
  + The evaluation timeline is extended with specific actions outlined.
  + The teacher is issued a Notice of Remediation because the evaluation shows that the teacher did not meet the expectations of the Teaching Quality Standard.
* The program of remediation as outlined in the remediation plan is implemented.
* Evaluation at the end of the remediation process may result in:
  + a return to the supervision process (if the teacher has met the expectations of the Teaching Quality Standard) or
  + an extension of the remediation plan or
  + a change of assignment or
  + a recommendation by the superintendent to the board to dismiss.

**Resources**

1. [Alberta School Act](http://www.qp.alberta.ca/documents/Acts/s03.pdf)
2. Policy [402.11.1 Teacher Growth, Supervision and Evaluation](http://www.lethsd.ab.ca/documents/general/pr402%2011%201%20Teacher%20Growth%20Supervision%20and%20Evaluation%20final%202015.pdf)
3. [Teaching Quality Standard](http://www.lethsd.ab.ca/documents/general/Teaching%20Quality%20Standard%202018.pdf)
4. [Leadership Quality Standard](http://www.lethsd.ab.ca/documents/general/Leadership%20Quality%20Standard%202018-01-17.pdf)
5. [Notice of Evaluation](http://www.lethsd.ab.ca/documents/general/LETHSD_Notice_of_Evaluation%202018.docx) (Probationary Letter)
6. [Teacher Evaluation Discussion Guide Template](http://www.lethsd.ab.ca/documents/general/LETHSD_Teacher_Evaluation_Discussion_Guide_Template%20NEW.docx)
7. [Evaluation Observation Map](http://www.lethsd.ab.ca/documents/general/LETHSD_Evaluation_Observation_Map.docx)
8. [Leadership Quality Standard Reflection Tool](http://www.lethsd.ab.ca/documents/general/Leadership%20Quality%20Standard%20reflection%20tool%20.docx)
9. [Probationary Teacher Evaluation Timelines](http://www.lethsd.ab.ca/documents/general/Probationary%20Teacher%20Evaluation%20Timelines%20-%201%20pager.docx) - Quick Reference
10. Form 402.11.1.6 [Teacher Evaluation Form](http://www.lethsd.ab.ca/documents/general/Form%20402%2011%201%206%20Teacher%20Evaluation%20Form%202018.docx)
11. [Assessment Data Gathering Guide](http://www.lethsd.ab.ca/documents/general/Assessment%20Data%20Gathering%20Guide%202.docx)
12. [Planning Data Gathering Guide](http://www.lethsd.ab.ca/documents/general/Planning%20%20Data%20Gathering%20Guide_1.docx)
13. [Planning Expectations](http://www.lethsd.ab.ca/documents/general/Planning%20expectations%201.docx)
14. [Post Observation Guide](http://www.lethsd.ab.ca/documents/general/Postobservation%20guide_1.docx)