



## LETHBRIDGE SCHOOL DISTRICT No. 51

**Approved: April 10, 2001**  
**Amended: March 20, 2006**  
**Amended: 20 April 2011**  
**Amended: February 24, 2015**  
**Amended: August 22, 2018**

### 402.11.1 Teacher Growth, Supervision and Evaluation

#### Teacher Growth

1. Teachers on continuing and probationary contracts must submit their annual Professional Growth Plan in writing to the principal, or designate, for review by October 31st of the current school year.
2. An annual Professional Growth Plan:
  - 2.1. may be a component of a long-term, multi-year plan.
  - 2.2. may include a planned program of supervising a student teacher or mentoring a teacher.
  - 2.3. may be developed in collaboration with a colleague(s).
3. All teachers shall develop plans that foster improvement of instruction and practice. Plans shall be meaningful and pertinent to the particular current or anticipated future assignments. The plan must:
  - 3.1. be a product of the teacher's engagement in an inquiry based professional growth process or reflect goals and objectives based on the teacher's individual assessment of professional learning needs, and
  - 3.2. have a demonstrable relationship to the Teaching Quality Standard (Exhibit 402.11.1), and
  - 3.3. consider the education plans for the school, the District and Alberta Education.
4. Each Professional Growth Plan shall include:
  - 4.1. an inquiry question, and/or a goal/objective statement(s)
  - 4.2. strategies for goal/objective achievement, and
  - 4.3. indicators and measures of goal/objective achievement, and
  - 4.4. an estimated plan completion timeline, and
  - 4.5. person(s) the teacher will work with.
5. All teachers shall engage in dialogue throughout the school year with the principal, or designate for the purpose of conveying progress relative to the inquiry question and/or goals.
6. The principal, or designate, shall, in consultation with the teacher, determine whether the teacher has complied with Professional Growth Plan procedures. A copy of the teacher's current Professional Growth Plan may, with the teacher's permission, be kept by the principal, or designate.
7. The principal shall, by June 15th of that school year, submit to the Superintendent written verification that each teacher has developed and implemented a Professional Growth Plan Report for the current school year.
8. If a Professional Growth Plan has not been developed and implemented, the teacher may be subject to disciplinary action.

### **Teacher Supervision**

1. The principal and/or designate, shall supervise each teacher's practice on an ongoing basis in a fair and equitable manner.
2. All teachers shall participate in the ongoing supervision process.
3. The supervision process shall:
  - 3.1. provide support and guidance to teachers, and
  - 3.2. include observing and reviewing information about the quality of teaching, and
  - 3.3. identify the behaviours or practice of a teacher that, for any reason, may require improvement.
4. The supervision process may identify behaviours or practices of a teacher in the classroom, school, and community that are innovative or otherwise deserving of recognition.

### **Teacher Evaluation**

1. The evaluation of a teacher by a principal may be conducted:
  - 1.1. upon the written request of the teacher, or
  - 1.2. for purpose of gathering information related to certification or an employment decision, or
  - 1.3. for purpose of assessing the growth of the teacher in specific areas of practice, or
  - 1.4. when, on the basis of information received through supervision, the principal or designate has reason to believe that the practice of the teacher may not meet the Teaching Quality Standard.
2. Evaluations shall include the following procedures:
  - 2.1. The School Act requires that a letter be given to the teacher. This letter must outline the specific reasons why this evaluation is taking place. Upon initiating an evaluation at a meeting with the teacher, the principal must communicate explicitly to the teacher:
    - 2.1.1. the District's evaluation policy 402.11.1
    - 2.1.2. the competencies that are to be examined
    - 2.1.3. the timelines to be applied, and
    - 2.1.4. the possible outcomes of the evaluation.
  - 2.2. A written account of that meeting, prepared by the principal, will be provided to the teacher and the teacher shall be given the opportunity to append their comments to this letter.
  - 2.3. The principal, in consultation with the teacher, shall develop an evaluation plan.
    - 2.3.1. this plan should include an agreed upon process
    - 2.3.2. the criteria and standards to be used, and
    - 2.3.3. the timelines for the evaluation.
  - 2.4. Throughout the evaluation process the administrator will provide to the teacher:
    - 2.4.1. a copy of the documentation resulting from the evaluation with a place on each document to allow the teacher an opportunity to respond in writing.
    - 2.4.2. a written documentation of acceptable or unacceptable performance.
    - 2.4.3. the original completed evaluation report.

3. Where, as a result of an evaluation, a principal determines that the competencies are not being met by the teacher,
  - 3.1. the principal will provide to the teacher a Notice of Remediation letter.
  - 3.2. A remediation plan shall be established by the teacher in consultation with the principal outlining:
    - 3.2.1. the behaviours, practices, and competencies that remain deficient;
    - 3.2.2. the remediation strategies that the teacher has chosen to pursue;
    - 3.2.3. how success with the remediation strategies will be measured, including timelines; and
    - 3.2.4. the consequences of not achieving the required changes including, but not limited to, termination of the teacher's contract of employment.
  - 3.3. The principal will ensure that Human Resources is aware that a remediation plan is in place and the remediation process has begun.
4. Should the principal determine that remediation has been unsuccessful and the teacher's practice is determined to be unacceptable, a report shall be submitted to the Superintendent or designate who will make an employment decision.
  - 4.1. Prior to an employment decision being made, the teacher will be provided with the opportunity to be heard by the Associate Superintendent of Human Resources regarding the findings of the evaluation.
    - 4.1.1. If the Associate Superintendent of Human Resources determines that a second opinion is not warranted, the Superintendent will subsequently take whatever action she/he believes is required. This may include termination of the teacher's contract.
    - 4.1.2. If the Associate Superintendent of Human Resources determines that a second opinion is required or warranted, then an administrator appointed by Central Office would repeat the evaluation process.
      - 4.1.2.1. The second evaluation and subsequent remediation plan, if required should be developed by the teacher in consultation with a Central Office administrator. Once the new remediation plan and its timelines have passed, and if the competencies are not being met, the report shall be submitted to the Superintendent. The Superintendent will provide opportunity for the teacher to be heard regarding the findings of the evaluation. The Superintendent will subsequently take whatever action she/he believes is required which may include termination of the teacher's contract.
5. Notwithstanding any other provision in an evaluation, the Superintendent may suspend a teacher from the performance of duties under the provisions of the School Act, Employment Standards Code and/or Board Policy.
6. Where a teacher is suspended or terminated, provisions under the appropriate legislation or Board Policy shall apply.
7. Documents resulting from teacher requested evaluations shall be delivered to the teacher only. The teacher may forward a copy of the evaluation to Human Resources for inclusion in his/her personnel file.

## **Teacher Certification/Employment**

1. A recommendation by the Superintendent, or designate, that a teacher be issued a permanent professional teaching certificate or be offered employment under a continuing contract shall be supported by:
  - 1.1. the results of two or more evaluations of the teacher, and
  - 1.2. a statement by the Superintendent, or designate, that the work of the teacher has been observed and evaluated. The teacher's practice consistently demonstrates the Teaching Quality Standard as per Ministerial Order 016/97: "Consistently demonstrates sound professional judgment in all matters related to teaching."