

## **402.11.1 Growth, Supervision and Evaluation**

### **Policy**

The Board is committed to fair and consistent opportunities for growth, supervision and evaluation. All staff have a responsibility to their own continuous learning and professional growth reinforcing their contributions to our Division.

The Board believes meaningful growth, supervision, and evaluation are dynamic and ongoing processes that create positive impact, provide opportunities for celebration and are critical to student success.

Growth, supervision and evaluation procedures must be consistent with applicable Board policy, Provincial legislation, Provincial quality standards, and Provincial policy.

### **Definitions**

1. **Growth:** Continuous enhancement of skills and knowledge.
2. **Supervision:** Overseeing performance, providing guidance, and facilitating professional development and accountability.
3. **Evaluation:** Formal process of assessing contributions and effectiveness.
4. **Designated Supervisor:** A designated supervisor within the Division includes positions such as superintendent, associate superintendent, director, coordinator, principal, vice principal, and manager who are responsible for the supervision and evaluation of staff.

### **Regulations**

1. Growth, supervision and evaluation procedures must take into consideration the unique requirements of different roles within the Division.
2. Staff Growth
  - 2.1. Staff growth refers to the continuous enhancement of skills and knowledge.
  - 2.2. Staff shall engage in growth-oriented processes as defined by Division procedures.
  - 2.3. Growth-oriented processes shall normally include:
    - 2.3.1. An opportunity for staff to engage in reflection through a self-assessment process.

- 2.3.2. A connection to the role description and competencies associated with the position.

### 3. Staff Supervision

- 3.1. Staff supervision refers to overseeing performance, providing guidance, facilitating professional development, and ensuring accountability.
- 3.2. Supervision shall be continuous and ongoing for all staff.
- 3.3. Designated supervisors, as identified in Division procedures, shall be responsible for supervising staff.
- 3.4. Supervision shall be informed by observation and/or feedback regarding an employee's performance.

### 4. Staff Evaluation

- 4.1. Evaluation refers to the formal process of assessing the contributions and effectiveness of staff.
- 4.2. An evaluation shall normally be conducted:
  - 4.2.1. For the purposes of making employment decisions for the Division.
  - 4.2.2. When, on the basis of information received through supervision, there is reason to believe staff is not meeting expectations.

5. Upon written request of staff, as approved by the designated supervisor. Growth, Supervision and Evaluation Procedures

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Alberta Education Act: [Sections 20, 94, 96, 105, 106, 107, 108, 109, 117](#)

Division Policies: 301.3 Superintendent Evaluation  
402.8.3 Employee Assistance and Wellness Programs  
402.11.1 Teacher Growth, Supervision and Evaluation

Division Forms: 303.3.1 Administrator Evaluation Form  
303.3 Administrator Growth, Supervision and Evaluation  
402.8.3 Employee Assistance and Wellness Programs  
402.12 Staff Learning

Other Statutes:

Alberta Labour Relations Code, Employment Standards Act

Other:

Employee Collective Agreements, Alberta Leadership Quality Standard  
Alberta Education Teacher Growth, Supervision and Evaluation Policy,  
Alberta Education Teaching Quality Standard, Employee Collective  
Agreements, Job Classification Manuals