



Date: October 23, 2024 **Agenda Item:** 8.12
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Lisa Lacroix, Associate Superintendent Human Resources
Subject: **Administrative Procedure 725: Teacher Growth, Supervision and Evaluation**

Background:

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Administrative Procedure 725: Teacher Growth, Supervision and Evaluation has been reviewed and updated as part of the regular review schedule.

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides certificated staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

Administrative Procedure 725: Teacher Growth, Supervision and Evaluation has been updated to replace the term “professional staff” with “certificated staff” to better align with provincial terminology and to ensure consistency across administrative documents and policies.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLOS](#) in the following way:

COMPETENCY: (4) Leading Learning
INDICATORS: b. providing learning opportunities, based on research informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles; and

g. ensuring school authority student assessment and evaluation procedures are fair, appropriate, evidence-informed and used to enhance learning, teaching and leadership.

COMPETENCY:

(6) School Authority Operations and Resources

INDICATORS:

d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

Governance Implications:**Education Act**

Principals

197 A principal of a school must

(i) evaluate the teachers employed in the school, and

The Alberta Teachers' Association Code of Professional Conduct

The code of professional conduct is a set of expectations that certificated teachers and teacher leaders, like principals and superintendents, must follow. It outlines the overarching ethical principles that guide everyone in the profession.

Leadership Quality Standard

3. The Leadership Quality Standard applies to all leaders employed in a school authority. All leaders are expected to meet the Leadership Quality Standard throughout their careers. Principals as defined under the Education Act are accountable for the demonstration of all the competencies. Other leaders are responsible for the demonstration of competencies directly related to their assigned role. In any given context, reasoned professional judgment must be used to determine whether the Leadership Quality Standard is being met.

Teaching Quality Standard

3. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers. In any given context, reasoned professional judgment must be used to determine whether the Teaching Quality Standard is being met.

Policy 105: Vision, Mission, Values**VALUES**

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process.

Working together, we strive for excellence so we can build a stronger future for us all.

[Three Year Education Plan](#)

Domain: Teaching and Leading

Public assurance occurs when Sturgeon Public teachers and principals demonstrate all dimensions of the Teaching or Leadership Quality standards in a collaborative culture of learning.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the October 23, 2024, Public Board meeting.

Attachment(s):

1. AP725: Teacher Growth, Supervision and Evaluation - [Website Version](#)
2. AP725: Teacher Growth, Supervision and Evaluation - Tracked Changes



725: Teacher Growth, Supervision and Evaluation

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides certificated staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

PROCEDURE

1. The Superintendent or designate shall be responsible and accountable for:

1.1 Communicating to school administrators, teachers and other stakeholders the Division's Standards of Professional Practice which consist of the Teaching Quality Standard and the Leadership Quality Standard.

1.2 Supervising the implementation of the Teacher Growth, Supervision and Evaluation Practice.

1.3 Encouraging and promoting a positive Public School Division culture and climate that fosters continuous professional learning by all certificated staff.

1.4 Receiving reports from Principals indicating each certificated staff member has annually developed a Professional Growth or Mentorship Plan and submitted a Summary Report or undertaken consultation regarding the Professional Growth Plan.

1.5 Supporting Principals and certificated staff in the growth, supervision and evaluation processes including the receiving of Notices of Evaluation and Evaluation Summary Reports.

1.6 Recommending, where appropriate, a teacher who meets the Teaching Quality Standard for permanent certification as outlined in the Certification of Teachers Regulation.

1.7 Receiving copies of Notices of Remediation and Remediation Summary Reports arising from the remediation process.

1.8 Receiving copies of Letters of Direction and Reprimand.

1.9 Receiving appeals from staff and directing these appeals to the Central Office personnel.

1.10 Based upon information provided by the Principal and/or Central Office personnel, determining if a certificated staff member's conduct or practice warrants disciplinary action and the extent of the disciplinary action.

2. Principals shall be responsible and accountable for:

2.1 Supervising professional practice on an ongoing basis within available resources and personnel by:

2.1.1 Reviewing long and short range planning documents.

2.1.2 Observing professional practice.

2.1.3 Identifying strengths in professional practice.

2.1.4 Identifying behaviours or practices that require evaluation.

2.2 Annually receiving by October 15, or within 45 days after the first teaching day if the certificated staff member is hired after September 15, a professional growth or mentorship plan.

2.3 Engaging in a collaborative process with each certificated staff member to review the Professional Growth or Mentorship Plan by November 15. In the case of a certificated staff member hired after September 15, this process will commence within two weeks of submission.

2.4 Submitting by June 30 written verification to the Superintendent that each certificated staff member has completed a summary report or undertaken formal consultation on the Professional Growth or Mentorship Plan.

2.5 Fostering positive school cultures and climates that demonstrate continuous professional learning.

2.6 Meeting the Leadership Quality Standard.

2.7 Engaging in on-going supervision of certificated staff and evaluating, when appropriate, staff within their school to:

2.7.1 Determine whether a certificated staff member's practice meets the Standard.

2.7.2 Indicate to the Superintendent or designate whether a teacher holding an interim professional certificate meets the requirements of permanent certification as outlined in the Certification of Teachers Regulation.

2.8 Utilizing the appropriate processes, letters and forms found in the Sturgeon Guide to Growth, and Supervision of Certificated Staff and the Guide to Evaluation of Certificated Staff:

2.8.1 The Principal may designate a Vice-Principal to oversee a portion of the ongoing supervision of certificated staff.

2.8.2 The Principal may designate a Professional Learning Team (PLT) to oversee annual professional growth or mentorship plans of certificated staff.

3. Certificated Staff shall be responsible and accountable for:

3.1 Being knowledgeable of the Administrative Procedure on Teacher Growth, Supervision and Evaluation.

3.2 Being knowledgeable of the processes outlined in the Sturgeon Public Schools Guide to Growth and Supervision of Certificated Staff and Guide to Evaluation of Certificated Staff.

3.3 Meeting the Teaching Quality Standard.3.4Taking responsibility for professional growth by developing, implementing, executing, and reporting on an annual Professional Growth Plan.

3.5 Participating professionally in the growth and supervision process.

3.6 Participating professionally in any requested or required evaluation or remediation process.

3.7 Addressing those areas for improvement as identified during supervision and in evaluation summary and remediation reports.

3.8 Completing tasks assigned or adhering to directives given to them as per the Education Act, Alberta Education regulations, School Board policy, and Superintendent or designate authority.

4. Notwithstanding any other provision in the Growth and Supervision and Evaluation of Certificated Staff process:

4.1 The Superintendent, the designate or Principal may take disciplinary or other action, as appropriate, where there are reasonable grounds for believing that the actions or practices of a certificated staff member endanger the safety of students, or constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board.

4.2 The Board or Superintendent may suspend an employee for the performance of duties under the provisions of The Education Act.

4.2.1 Where an employee is suspended or terminated, provisions under the appropriate legislation or regulation shall apply.

References:

Alberta Education Teacher Growth, Supervision and Evaluation Policy

The Alberta Teachers' Association Code of Professional Conduct

SPS Guide to Growth and Supervision of Certificated Staff

SPS Guide to Evaluation of Certificated Staff

History

2020 Jan 29 Initial Approval

2024 Oct 11 Amended

Administrative Procedures VII. Personnel and Employee Relations (Teacher Staffing, Certification and Placement)

AP725: Teacher Growth, Supervision and Evaluation

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides ~~certificated~~professional staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

PROCEDURE

1. The Superintendent or designate shall be responsible and accountable for:

1.1 Communicating to school administrators, teachers and other stakeholders the Division's Standards of Professional Practice which consist of the Teaching Quality Standard. [and the Leadership Quality Standard.](#)

1.2 Supervising the implementation of the Teacher Growth, Supervision and Evaluation Practice.

1.3 Encouraging and promoting a positive Public School Division culture and climate that fosters continuous professional learning by all ~~certificated~~professional staff.

1.4 Receiving reports from Principals indicating each ~~certificated~~professional staff member has annually developed a Professional Growth or Mentorship Plan and submitted a Summary Report or undertaken consultation regarding the Professional Growth Plan.

1.5 Supporting Principals and ~~certificated~~professional staff in the growth, supervision and evaluation processes including the receiving of Notices of Evaluation and Evaluation Summary Reports.

1.6 Recommending, where appropriate, a teacher who meets the Teaching Quality Standard for permanent certification as outlined in the Certification of Teachers Regulation.

1.7 Receiving copies of Notices of Remediation and Remediation Summary Reports arising from the remediation process.

1.8 Receiving copies of Letters of Direction and Reprimand.

1.9 Receiving appeals from staff and directing these appeals to the Central Office personnel.

1.10 Based upon information provided by the Principal and/or Central Office personnel, determining if a ~~certificatedprofessional~~ staff member's conduct or practice warrants disciplinary action and the extent of the disciplinary action.

2. Principals shall be responsible and accountable for:

2.1 Supervising professional practice on an ongoing basis within available resources and personnel by:

2.1.1 Reviewing long and short range planning documents.

2.1.2 Observing professional practice.

2.1.3 Identifying strengths in professional practice.

2.1.4 Identifying behaviours or practices that require evaluation.

2.2 Annually receiving by October 15, or within 45 days after the first teaching day if the ~~certificatedprofessional~~ staff member is hired after September 15, a professional growth or mentorship plan.

2.3 Engaging in a collaborative process with each ~~certificatedprofessional~~ staff member to ~~receive and~~ review the Professional Growth or Mentorship Plan by November 15. In the case of a ~~certificatedprofessional~~ staff member hired after September 15, this ~~collaborative~~ process will commence within two weeks of ~~submission. receipt of the Professional Growth Plan or Mentorship Plan.~~

2.4 Submitting by June 30 written verification to the Superintendent that each ~~certificatedprofessional~~ staff member has completed a summary report or undertaken formal consultation on the Professional Growth or Mentorship Plan.

2.5 Fostering positive school cultures and climates that demonstrate continuous professional learning.

2.6 Meeting the Leadership Quality Standard.

~~2.7~~6 Engaging in on-going supervision of ~~certificatedprofessional~~ staff and evaluating, when appropriate, staff within their school to:

~~2.7~~6.1 Determine whether a ~~certificatedprofessional~~ staff member's practice meets the Standard.

2.76.2 Indicate to the Superintendent or designate whether a teacher holding an interim professional certificate meets the requirements of permanent certification as outlined in the Certification of Teachers Regulation.

2.87 Utilizing the appropriate processes, letters and forms found in the Sturgeon Guide to Growth, and Supervision of CertificatedProfessional Staff and the Guide to Evaluation of CertificatedProfessional Staff:

2.87.1 The Principal may designate a Vice-Principal to oversee a portion of the ongoing supervision of certificatedprofessional staff.

2.87.2 The Principal may designate a Professional Learning Team (PLT) to oversee annual professional growth or mentorship plans of certificatedprofessional staff.

3. CertificatedProfessional Staff shall be responsible and accountable for:

3.1 Being knowledgeable of the Administrative Procedure Board's policy on Teacher Growth, Supervision and Evaluation.

3.2 Being knowledgeable of the processes outlined in the Sturgeon Public Schools Guide to Growth and Supervision of CertificatedProfessional Staff and Guide to Evaluation of CertificatedProfessional Staff.

3.3 Meeting the Teaching Quality Standard.

3.4 Taking responsibility for professional growth by developing, implementing, executing, and reporting on an annual Professional Growth Plan.

3.5 Participating professionally in the growth and supervision process.

3.6 Participating professionally in any requested or required evaluation or remediation process.

3.7 Addressing those areas for improvement as identified during supervision and in evaluation summary and remediation reports.

3.8 Completing tasks assigned or adhering to directives given to them as per the Education Act, Alberta Education regulations, School Board policy, and Superintendent or designate authority.

4. Notwithstanding any other provision in the Growth and Supervision and Evaluation of CertificatedProfessional Staff process:

4.1 The Superintendent, the designate or Principal may take disciplinary or other action, as appropriate, where there are reasonable grounds for believing that the actions or practices of a ~~certificated professional~~ staff member endanger the safety of students, or constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board.

4.2 The Board or Superintendent may suspend an employee for the performance of duties under the provisions of The Education Act.

4.2.1 Where an employee is suspended or terminated, provisions under the appropriate legislation or regulation shall apply.

References:

Alberta Education Teacher Growth, Supervision and Evaluation Policy
The Alberta Teachers' Association Code of Professional Conduct
SPS Guide to Growth and Supervision of ~~Certificated Professional~~ Staff
SPS Guide to Evaluation of ~~Certificated Professional~~ Staff

History

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