

STAFF EVALUATION – CERTIFICATED

Background

The Division believes its primary role is to ensure that quality Catholic/Christian education is offered to all students. To that end, the Division supports a process which enables continuous growth, supervision and evaluation of all certificated staff. This program is constructive, emphasizing personal professional growth and professional development of all staff.

Guidelines

1. The staff growth, supervision and evaluation program will:
 - 1.1 Ensure that a quality education is being offered to all students in the Greater St. Albert Roman Catholic Separate School Division.
 - 1.2 Affirm the worth and dignity of all the parties involved.
 - 1.3 Clearly communicate performance expectations.
 - 1.4 Provide a basis for professional growth and development.
 - 1.5 Acknowledge effective teaching/performance.
 - 1.6 Support staff in the process of self-evaluation.
 - 1.7 Assist staff in the development of strategies/skills to support improved performance.
 - 1.8 Assess the quality of instruction.
 - 1.9 Consider the staff member's training experience and skills when determining individual assignments.
 - 1.10 Provide information to be employed in decisions regarding permanent certification, awarding of continuous contract, promotion, transfer, dismissal and provision of references.
2. The staff growth, supervision and evaluation process recognizes the following:
 - 2.1 That competency of staff is assumed.
 - 2.2 That the communication of clear goals, expectations and criteria for performance by evaluators is essential to effective staff appraisal.
 - 2.3 The complexity of the teaching and learning process.
 - 2.4 That the individual has personal responsibility and accountability for his/her performance.

- 2.5 That in order to be effective at assessment and at facilitating staff growth, evaluators must possess a sound knowledge of what constitutes effective teaching.
 - 2.6 That evaluators must possess the skills necessary to recognize, understand and communicate what constitutes effective performance for each staff member.
3. The Superintendent or designate is responsible for reporting annually to the Board and the public regarding the implementation of this administrative procedure.

Procedures

These procedures shall apply to teachers and administrators on a continuous contract with the Division.

1. Growth

- 1.1 All teachers and administrators on continuing and probationary contracts with the Division shall complete a Professional Growth Plan by October 31 of each school year.
- 1.2 A Professional Growth Plan shall:
 - 1.2.1 Reflect yearly or multi-year goals and objectives based on an assessment of learning needs by the individual teacher.
 - 1.2.2 Show a demonstrable relationship to the teacher quality standard.
 - 1.2.3 Take into consideration the educational plans of the school, the Division and Alberta Education.
- 1.3 The Professional Growth Plan may include a planned program of mentoring a teacher or supervising a student teacher.
- 1.4 Teachers or administrators shall submit their annual Professional Growth Plan to the Principal or designate(s) for review and determination of compliance with 1.2. Principals and Vice-Principals shall submit their annual Professional Growth Plans to the Superintendent, or designate(s) for review and approval.
- 1.5 The supervisor shall keep each professional growth plan on file until completed. All completed growth plans shall be returned to the respective staff members. Those staff members who want to have their completed plans included in their personnel file may forward them to Human Resources.
- 1.6 By October 31, the supervisor shall submit to the Superintendent or designate written verification that each staff member has developed, implemented and completed an annual professional growth plan for the school year.
- 1.7 If a teacher or administrator fails to submit a complete professional growth plan as required, the teacher or administrator may be subject to disciplinary action.

2. Supervision

- 2.1 The Superintendent, Principal or designate shall provide on-going supervision by:
 - 2.1.1 Providing support and guidance.
 - 2.1.2 Observing and receiving information from any source about the quality of teaching a teacher provides to students.
 - 2.1.3 Identifying the behaviors or practices that may require an evaluation.
 - 2.1.4 Identifying the behaviors or practices that are exemplary.
- 2.2 Sources of information regarding a teacher's performance may come from a variety of sources including administrators, colleagues, parents and students.

3. Evaluation

- 3.1 The Superintendent, Principal or designate shall conduct an evaluation of a certificated staff member for the purpose of recommending that a staff member be issued a permanent professional teaching certificate or a continuous designation. A minimum of two evaluations conducted by Division personnel are required when considering the offer of a continuous designation.
- 3.2 The Superintendent, Principal or designate may conduct an evaluation of a certificated staff member:
 - 3.2.1 Upon the written request of the staff member.
 - 3.2.2 For purposes of gathering information related to a specific employment decision.
 - 3.2.3 For purposes of assessing the growth of the staff member in a specific area of practice.
 - 3.2.4 When, on the basis of information received through supervision, the evaluator has reason to believe that the staff member may not meet the *Teaching Quality Standard*. The *CCSSA Catholic Teaching Quality Standard* shall also be used as a standard of reference in the evaluation process as it reflects the competencies of the *Teaching Quality Standard* as well as the Catholic ethos of the Division.
- 3.3 When initiating an evaluation, the Superintendent, Principal or designate must communicate explicitly to the teacher:
 - 3.3.1 The reasons and purposes of the evaluation.
 - 3.3.2 The process, criteria, and standards to be used.
 - 3.3.3 The timelines to be applied.
 - 3.3.4 The possible outcomes of the evaluation.
- 3.4 Upon completion of an evaluation, the Superintendent, Principal or designate must provide the staff member with a copy of the evaluation report. A copy of the completed evaluation report shall be submitted to Human Resources for inclusions in the staff member's personnel file.

- 3.5 Where, as the result of an evaluation, the Superintendent, a Principal, or designate determines that a change in the behavior or practice of a staff member is required, the evaluation must provide the staff member with a notice of remediation and may stipulate that remediation strategies stated in that notice replace the obligation of the staff member to develop and implement an annual Professional Growth Plan.
- 3.6 A staff member who disagrees with an evaluation may submit a written response to the evaluator or may appeal the evaluation to the Superintendent following the procedures outlined in the staff evaluation handbook.

4. Certificated Staff Appeal Procedures

A staff member who disagrees with an evaluation may appeal the evaluation to the Superintendent as follows:

- 4.1 The appeal must take the form of a written letter and must be received by the Superintendent or designate within two weeks of the staff member receiving the evaluation report. Specific concerns regarding the evaluation report or process must be detailed in the letter.
- 4.2 Within two weeks of the receipt of the appeal, the Superintendent or designate will establish a procedure for reviewing the evaluation. This may include:
 - 4.2.1 A review of the employee's file.
 - 4.2.2 A meeting with the staff member and other appropriate administration staff.
 - 4.2.3 Additional observations and evaluations of the staff member by the Superintendent or designate, or another administrator.
 - 4.2.4 A review of documentation presented by the staff member and administrator pertinent to the appeal.
 - 4.2.5 A review of other information related to the evaluation report or process.
- 4.3 Upon completion of the review, the Superintendent or designate shall indicate, in writing, to the staff member his/her recommendations and observations regarding the appeal.
- 4.4 The decision of the Superintendent or designate is final.

5. Other

- 5.1 The administrative procedure does not restrict:
 - 5.1.1 The Superintendent, Principal, or designate from taking disciplinary or other action as deemed appropriate, where the evaluator has reasonable grounds for believing that the actions or practices of a staff member endangers the safety of students, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the School board.

- 5.1.2 The Board or Superintendent from taking any action or exercising any right or power under the *Education Act*.
- 5.2 Evaluation of newly designated administrators shall take place in accordance with Administrative Procedure 431.

Reference: Section 18, 197, *Education Act*

Teacher Growth, Supervision and Evaluation Policy 2.1.5

Policy 14 – Hearings on Teacher Matters

Alberta Education Policy 2.1.5

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