

<b>Adopted</b>	<b>October 13, 2015</b>
<b>Revision Date</b>	
<b>Review Year</b>	<b>2020</b>

**Objective:**

To provide direction for implementation of Board Policy 5200 Teacher Professional Obligation, Growth, Supervision and Evaluation.

**Responsibility:**

Each teacher employed at Aurora School under a probationary or continuing contract is responsible for developing and implementing an annual Professional Obligation Growth Plan.

**Regulation:**

**A. PERSONAL PROFESSIONAL OBLIGATION**

1. A Professional Obligation Growth Plan shall reflect goals and objectives that are specific and measurable and that are based upon the teacher’s assessment of his/her learning needs.
2. A Professional Obligation Growth Plan shall take into consideration the educational plans of the school as well as those of Alberta Education
3. A Professional Obligation Growth Plan shall clearly demonstrate a relationship to the “Teaching Quality Standards” and to the professional obligation standards, vision and mission statement of Aurora School.
4. Annual Professional Obligation Growth Plans are to be submitted to the Principal or designate before October 31 of each school year for review and approval. At this time, they may be modified in order to enhance effectiveness as required.
5. A written report/review of the annual Professional Obligation Growth Plan is to be submitted to the Principal or designate before May 31 of each school year for review and approval. Each teacher will have a meeting with the administration to determine his/her success in fulfilling the plan.
6. Failure to submit a Professional Obligation Growth Plan as required may result in disciplinary action.

**B. SUPERVISION**

1. The ongoing supervision of teachers by the Principal or designate is to include:
  - a. providing support and guidance to teachers
  - b. observing and receiving information from any source about the quality of teaching a teacher provides to students
  - c. identifying the behaviors or practices of a teacher that for any reason may require an evaluation.

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**C. EVALUATION**

1. Evaluation of a teacher may be conducted by the Principal:
  - a. upon written request by a teacher
  - b. for purpose of gathering information related to a specific employment decision
  - c. for the purpose of assessing growth in specific areas of practice
  - d. when, on the basis of information received, the Principal has reason to believe that the teaching of the teacher may not meet the Teaching Quality Standard and Aurora’s Professional Obligation Standard.
  
2. A recommendation by an authorized individual that a teacher be issued a permanent professional teaching certificate or be offered employment under a continuing contract must be supported by the findings of two or more evaluations of the teacher.
  
3. On initiating an evaluation, the Principal must communicate explicitly to the teacher::
  - a. the reason for the evaluation
  - b. the process, criteria and standards to be used
  - c. the time lines to be applied
  - d. the possible outcomes of the evaluation
  
4. Upon completion of an evaluation, the Principal must provide the teacher with a copy of the completed evaluation report.
  
5. Where, as the result of an evaluation, the Principal determines that a change in the behavior or practice of a teacher is required, the Principal must provide to the teacher with a notice of remediation and may stipulate that the remediation strategies stated in that notice replace the obligation of the teacher to develop and implement an Annual Professional Obligation Growth Plan.
  
6. Completed performance appraisals and any related correspondence concerning the performance of the employee will be placed in the employee’s personnel file.
  - a. An employee may request in writing, that records of a disciplinary nature be removed from his/her personnel file after five (5) years from the date the disciplinary measure was initiated. Such a request may only be made where no subsequent disciplinary records have been placed on the employee’s personnel file.

**D. APPEAL PROCEDURES**

1. A teacher who disagrees with an evaluation may appeal it to the Superintendent as follows:
  - a. Submit a written letter of appeal to the Superintendent within two weeks of receiving the evaluation report. Specific concerns related to the evaluation must be detailed in the letter.

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- b. Within two weeks of receipt of the appeal, the Superintendent will establish a procedure for reviewing the evaluation. This may include:
  - i. a review of the teacher’s file
  - ii. a meeting with the teacher, his/her representative, evaluator, and other administrative teacher as appropriate
  - iii. additional observation(s) and evaluation of the teacher by another administrator
  - iv. a review of documentation presented by the teacher and administrator pertinent to the appeal
  - v. a review of other information related to the evaluation report or process
  
- 2. Upon completion of the review, the Superintendent or designate shall indicate in writing, observations and recommendations regarding the appeal.
  
- 3. The decision of the Superintendent is final.

**References:**

*BP 5200 Teacher Growth, Supervision and Evaluation*

*AR 5200.1 Appendix 1 Professional Growth Plan*

*AR 5200.2 Appendix 2 Teacher Evaluation Report*