

## CERTIFICATED STAFF – CENTRAL OFFICE GROWTH, SUPERVISION AND EVALUATION

### Background

Certificated staff at central office serve an important role in supporting schools of the division. Teachers at central office have duties which are most often different than those of teachers in a school. Certificated staff at central office have the primary responsibility for their own effectiveness relative to their central office job description.

### Definitions

Certificated staff at central office – certified teachers qualified to teach in the province of Alberta who are on a fixed-term contract. The Superintendent and Assistant Superintendents are not part of this group.

Teacher – for the purposes of this procedure a teacher refers to a teacher who has a fixed-term contract and is working at central office in support of schools.

### Procedures

#### General

1. The Superintendent or designate shall make all certificated staff at central office aware of this Procedure.
2. The Assistant Superintendent shall be primarily responsible for the supervision and evaluation of certificated staff at central office.
3. This Procedure does not restrict the Superintendent from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds for believing that the actions or practices of a certificated staff at central office endangers the safety of students or staff, constitutes a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Division; or from taking any action or exercising any right or power under the *Education Act*.

#### Professional Growth

4. By October 31<sup>st</sup> of each school year, teachers at central office are responsible for the development and creation of a Professional Growth Plan that:
  - 4.1 Reflects a self-assessment of the teacher's professional learning needs;
  - 4.2 Shows a demonstrable relationship to their job description;
  - 4.3 Takes into consideration the school's and Division's Education Plans.
  - 4.4 The teacher's Professional Growth Plan should consider a Faith component.
5. Teachers at central office shall have a Professional Growth Plan that includes:
  - 5.1 Goals/Objectives;

- 5.2 Expected outcomes and desired results;
  - 5.3 Strategies for goal attainment;
  - 5.4 Potential sources of assistance/supports;
  - 5.5 Timelines
  - 5.6 Indicators of success
6. Teachers must submit their Professional Growth Plan to their Supervisor, and must retain a copy. Failure to comply with the requirements of the Professional Growth Plan process, as outlined in 4 and 5, may result in disciplinary action.
  7. The teacher's supervisor shall review the Professional Growth Plan with the teacher within thirty days of its submission, and again in the last sixty days of the school year. The Supervisor shall return their copy of the Professional Growth Plan to the teacher at the end of the year review.
  8. Unless the teacher agrees, the content of the teacher's Professional Growth Plan shall not form a part of any Evaluation of the teacher.
  9. Nothing in section 8 shall be taken as preventing an Evaluator from using information in an Evaluation which may also have been contained within the Professional Growth Plan. The information must be based upon a source other than the information in the growth plan.
  10. A Supervisor shall maintain an awareness of the implementation status of each teacher's growth plan.

### Supervision

11. The purpose of supervision of a teacher at central office is:
  - 11.1 To provide support, guidance and developmental opportunities for the teacher;
  - 11.2 To observe and receive information about the leadership the teacher at central office provides to the school;
  - 11.3 To identify the behaviors and practices of the teacher that are not in accordance with the expectations of the Division, their job description, or which for any reason may require an evaluation; and
  - 11.4 To gather information and evidence that will be used to evaluate, and to make employment decisions concerning the teacher at central office.
12. The Supervisor shall provide ongoing supervision of the certificated staff at central office under their direction through various methods, which may include, but are not limited to:
  - 12.1 Review of Professional Growth Plans;
  - 12.2 Observation, regular interaction, and other acquisition of information about the teacher at central office's leadership of, or participation in any aspect of the activities of, the division;
  - 12.3 Communication with stakeholders of the division.
13. The Supervisor shall provide ongoing communication, observations and feedback to certificated staff at central office about their performance.

14. Supervisors may provide assistance, support, guidance and developmental opportunities to certificated staff at central office. The assistance may vary in nature and will depend on the teacher's needs and professional circumstances.
15. It is the teacher's ongoing responsibility to be open to feedback and act on feedback received through supervision to improve their professional performance.
16. The Supervisor shall seek to be satisfied that the certificated staff at central office's leadership meets the expectations of the relevant Administrative Procedures of the Division, the job description, and the Division's Goals, Values and Beliefs.
17. Where the Superintendent or designate has reason to believe on the basis of information obtained through supervision of a teacher at central office that teacher may not be meeting the expectations of the relevant Administrative Procedures of the Division, the job description, the Teaching Quality Standard, or the Division's Goals, Values and Beliefs, the Superintendent or designate may initiate an evaluation of the teacher at central office in accordance with this Procedure.

### Evaluation

18. The evaluation of a Certificated staff at central office:
  - 18.1 Will typically be completed in the second probationary year.
  - 18.2 Shall be completed in the final year of their contract;
  - 18.3 May be completed, at the discretion of the Superintendent or designate, in circumstances described in section 17 above, or otherwise to assess the growth of the teacher at central office in a specific area of practice.
19. When an evaluation is initiated, the Supervisor shall provide a notice of evaluation and meet with the teacher to discuss the evaluation process. The following matters shall be discussed at the meeting, and shall subsequently be confirmed by the Supervisor in writing:
  - 19.1 The reasons(s) and purpose for the evaluation;
  - 19.2 The timelines to be utilized;
  - 19.3 The possible outcomes following the evaluation;
  - 19.4 The process, criteria and standards to be utilized;
20. Identification of the evaluation data sources to be utilized.
  - 20.1 The teacher shall assist in identifying potential appropriate data sources, providing performance artifacts, and supporting the data collection process, but the Evaluator has final discretion concerning data sources utilized.
    - 20.1.1 Potential Evaluation data sources may include, but are not limited to:
      - a. Evidence provided by the teacher in the form of products or conversation;
      - b. Planning documents;
      - c. Staff, parent or student surveys;
      - d. Solicited or unsolicited feedback from stakeholders;
      - e. Observations by the Supervisor;
21. The Supervisor will complete a draft evaluation. The evaluation will include:
  - 21.1 Conclusions about performance and leadership qualities;

- 21.2 Identification of the teacher's significant strengths;
  - 21.3 Identification of the teacher's areas for growth;
  - 21.4 Recommendations for contract status;
- 22. The Supervisor will meet with the teacher and present the draft evaluation for the purpose of discussion, review and response.
  - 23. The teacher will have six working days, from the date the draft evaluation was presented, to provide a written response indicating agreement or disagreement with the draft and to seek additional clarification.
  - 24. A final evaluation will be completed within twenty working days after presenting the draft evaluation to the teacher.
  - 25. The teacher may add a written response to the final evaluation report and must sign and date that they have read and received a copy of the report.
  - 26. The Supervisor will sign and date the final evaluation and forward a completed copy to the teacher and the personnel file.
  - 27. For the purposes of an evaluation of a teacher at central office in the final year of their fixed-term contract, the following timelines shall be utilized:
    - 27.1 The Supervisor will meet with the certificated staff at central office no later than October 30<sup>th</sup> of the evaluation year to discuss the evaluation process;
    - 27.2 The Supervisor will complete the evaluation in its entirety no later than May 30<sup>th</sup> of the evaluation year.

#### Outcomes Following Evaluation

- 28. While a satisfactory evaluation is a condition for a new or extended fixed-term contract, it is not a guarantee of such. Term contracts automatically expire at the end of the term. Term contracts shall in no instance exceed five years. The offering of any extended or new fixed-term contract is entirely at the discretion of the Superintendent.
- 29. Where a final year evaluation determines that a certificated staff at central office's performance does not fully meet the expectations of the relevant Administrative Procedures of the Division, the job description, and the Division's Goals, Values and Beliefs, the Superintendent, at their discretion, may, but is not required to:
  - 29.1 Offer a one year extension to a contract for the purpose of providing the teacher with a period of remediation; and
  - 29.2 In that event, must provide to the certificated staff at central office a Notice of Remediation.
- 30. Where an evaluation takes place in a year other than the final year of the contract, and the evaluation determines that teacher at central office's performance does not fully meet the expectations of the relevant Administrative Procedure of the Division, the job description, and the Division's Goals, Values and Beliefs, the Superintendent or designate must provide to the teacher a Notice of Remediation.

## Remediation

31. A Notice of Remediation shall be a written statement issued to the teacher by a designate of the Superintendent that the teacher's performance does not fully meet the expectations of the relevant Administrative Procedure(s) of the Division, the job description, and the Division's Goals, Values and Beliefs. A Notice of Remediation shall describe:
  - 31.1 The behaviors or practices that do not meet the aforesaid expectations, and the changes required;
  - 31.2 A program of strategies, assistance and support that the Certificated staff at central office is expected to pursue;
  - 31.3 Information about how it will be determined whether the required changes have been made;
  - 31.4 Information about the timelines and process for a subsequent Remediation Follow-Up Evaluation process and final Remediation Follow-Up Evaluation report.
32. The subsequent Remediation Follow-up Evaluation may be conducted by a designate of the Superintendent, who may be the original Supervisor, but the Superintendent shall not perform a Remediation Follow-up Evaluation.
33. The Remediation Follow-up Evaluation will be undertaken with a focus on assessing the degree to which the teacher has met the expectations described in the Notice of Remediation.
34. The evaluator will meet with the teacher and present the draft Remediation Follow-Up Evaluation report for the purpose of discussion, review and response.
35. The teacher will have six working days, from the date the draft evaluation was presented, to provide a written response indicating agreement or disagreement with the draft and to seek additional clarification.
36. A final Remediation Follow-Up Evaluation report will be completed within twenty working days after presenting the draft to the teacher.
37. The teacher may add a written response to the final Remediation Follow-Up Evaluation report and must sign and date that they have read and received a copy of the report.
38. The final Remediation Follow-Up Evaluation report will be provided to the Superintendent. If the Remediation Follow-Up Evaluation report determines that the teacher continues not to meet the expectations of the relevant Administrative Procedure(s) of the Division, the job description, and the Division's Goals, Values and Beliefs, the evaluator shall provide the Superintendent with the recommendation of the evaluator for:
  - 38.1 An additional period of remediation and evaluation;
  - 38.2 That the teacher's fixed-term contract not be renewed upon its expiry at the end of the term.
  - 38.3 Termination of the teacher at central office's employment or designation.

39. The Superintendent shall make the final decision concerning any additional period of remediation and evaluation, any decision whether to extend or offer any new term contract, or any decision about the termination of the teacher at central office's employment or designation. Any decision to terminate a designation shall be made in accordance with the Board's delegation of authority to the Superintendent and the Education Act.

#### References

Section 18,33,52,53,196,197,204,213,214,215,218,222 Education Act  
Ministerial Order #016/07 – Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta