

Administrative Procedure 421 – Appendix C

Appendix C – EVALUATION OF THE TEACHER

Background

To ensure that teacher effectiveness receives ongoing support and attention, teacher performance will be evaluated according to the knowledge, skills and attitudes which comprise the Quality Practice Standard of the Ministerial Order (016/97) and Administrative Procedure 421 – Teacher Professional Growth, Supervision and Evaluation.

Procedures

1. Principals are responsible for the effective supervision and evaluation of teachers under temporary, probationary, interim, or continuous contract:
 - 1.1 To determine contract status and decision-making ;
 - 1.2 At the request of the Superintendent;
 - 1.3 At the request of the teacher;
 - 1.4 When behaviours or practices of a teacher may require an evaluation;
 - 1.5 To evaluate and recommend for Alberta Permanent Professional Certificate when a teacher has accumulated four hundred (400) days in the Province of Alberta.
2. For probationary and 2nd year interim contract teachers, it is recommended that the Principal initiate a minimum of three (3) classroom visits, with pre and post conference meetings.
 - 2.1 Original notes are to be provided to the teacher of each visit for the teacher's records, with a dated copy of the supervision notes to be kept in the Principal's file.
 - 2.2 The Principal will retain all copies of anecdotal supervision records in his/her confidential personnel file and not forward them to Human Resources.
 - 2.3 The Teacher Evaluation Summary Report must be completed by the Principal and submitted to the Associate Superintendent, Human Resources and Administration after all the supervision has been completed.
 - 2.4 Only Principals may complete the summary report for the evaluation process of probationary and 2nd year interim contract teachers and permanent certification as mandated by the School Act.
3. In the event that the supervision moves to the evaluation phase, original evaluation notes will be given to the teacher; copies will be placed in the Principal's file and the teacher's file in Human Resources Department – Division Office.
4. Principals have the option to evaluate teachers holding temporary contracts (e.g. – medical leave replacement). An evaluation may be used as documentation for possible future placements.

5. The Assistant Principal may evaluate teachers on temporary contracts and the Principal may co-sign.

Reference: Section 18, 20, 22, 39, 60, 61, 105, 106, 107, 109.1, 113 School Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)
Practice Review of Teachers Regulation 11/2010
Ministerial Order 001/13 – Student Learning
Ministerial Order 016/97 – Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta
Guide to Education ECS to Grade 12
Practice Review Bylaws
Administrative Procedure 421 – Teacher Professional Growth, Supervision, and Evaluation

Form: Teacher Evaluation Summary Report