

Staff Growth, Supervision and Evaluation Policy

Policy Statement

Each staff member, throughout his or her career is expected to engage in professional growth related to his or her professional responsibilities including, but not limited to, taking graduate or postgraduate courses, engaging in research and writing projects, and participating in professional seminars and workshops. Phoenix will assist staff by providing adequate resources to supervise and evaluate the staff member's professional growth.

Staff Growth Plans:

1. All staff members will develop an annual Professional Growth Plan no later than October 15 of each year that:
 - a. reflects the goals and objectives based on an assessment of learning needs by the individual staff,
 - b. shows a demonstrable relationship to quality standards, and
 - c. takes into consideration the education plans of the school or the program statement of the The Phoenix Education Foundation
2. The Professional Growth Plan:
 - a. may be a component of a long-term, multi-year plan; and
 - b. may consist of a planned program of supervising a student teacher or mentoring a staff member; and
 - c. will be reviewed by the Administrator and/or Principal with the staff member each year.
3. All staff must annually have taken action on their professional growth plan by June 1 and keep it on file for future reference. The Administrator may designate a person with appropriate qualifications to review the Professional Growth Plan with the staff member to ensure that the plan has been developed, and is consistent with 1 above.
4. If a review under point 3 finds that a staff member has not completed an annual Professional Growth Plan as required, the staff member may be subject to disciplinary action, as per their contract.

Ongoing Supervision:

1. The Administrator and/or Principal will supervise the staff member as necessary or arrange for the services of a person with appropriate qualifications to supervise the teacher or staff member by:
 - a. providing support and guidance to the staff member as appropriate, respecting their professional expertise;
 - b. observing and receiving information from parents, students and other sources about the quality of service provided to the students; and
 - c. identifying the behaviors and practices of a staff member that for any reason may require an evaluation.

Evaluation:

1. Annual evaluations of certificated teachers will be conducted by the Administrator and Principal or by a designated qualified Evaluator or by a Designated Signing Authority as required by the circumstances.
2. Annual evaluations of non-certificated staff members will be conducted by the Administrator or designated Evaluator as required by circumstances.
3. A staff member may be evaluated at the request of the Administrator:
 - a. for purposes of assessing the growth of the staff member in specific areas of practice;
 - b. for purposes of gathering information related to a specific employment decision; or
 - c. when, on the basis of information received through supervision, the Administrator has reason to believe that the service of the staff member may not meet the quality standards or quality guidelines established by the Foundation or Alberta Education
4. On initiating an evaluation, the designated Evaluator must communicate explicitly to the staff member:
 - a. the reasons for and purposes of the evaluation;
 - b. the process, criteria and standards to be used;
 - c. the timelines to be applied; and
 - d. the possible outcomes of the evaluation.
5. Upon completion of an evaluation, the Evaluator must provide the staff member with a copy of the completed evaluation report.
6. Where, as the result of an evaluation, an Evaluator determines that a change in the behavior or practice of a staff member is required; the Evaluator will communicate that determination to the staff member and the Administrator. The Evaluator and Administrator must provide to the staff member a notice of remediation and may stipulate that the remediation strategies stated in that notice take priority over the existing annual professional growth plan. As necessary, the Administrator may enter into an agreement with the Evaluator to provide consultative support to the staff member to ensure that the conditions stipulated in the notice of remediation are met by the staff member and to conduct further evaluations as required.

Permanent Certification:

1. A recommendation by a Designated Signing Authority that a teacher be issued a permanent professional teaching certificate must be supported by the findings of two or more evaluations of the teacher. At least one of these evaluations should be based on classroom observation by the Designated Signing Authority.