

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Supervision and Evaluation of Teachers			
Procedure Type:	Human Resources	Implementation Date:	AUG 31, 2016
Procedure Number:	5.16	Last Approval Date:	JAN 24, 2024
AP Owner:	HR Administrator	Last Reviewed:	JAN 22, 2024
Legal Reference(s):	<i>The Education Act – Sections 175, 231</i> <i>SPTRB – Standards of Competence Schedule H</i>		

Background

The supervision and evaluation procedure is supportive in its promotion of continuous growth, collegial learning and goal-based professional development. The intent of supervision is to provide a positive, considerate supervision process and a fair, objective performance evaluation. Supervision is a dynamic and on-going professional process for the teacher.

This procedure and associated processes are designed to balance the professional learning of teachers with the corporate accountability of Living Sky School Division. To facilitate this balance, it includes both formative and summative processes designed to encourage professional development, highlight and build upon effective teaching practices and provide informal and formal direction.

Scope

This procedure applies to all teachers in Living Sky School Division.

Roles & Responsibilities

Superintendents

- Accountable for ensuring the *Teacher Supervision and Evaluation Handbook* is implemented.

School Administrators

- To share the *Teacher Supervision and Evaluation Handbook*.

Teacher

- To understand and participate in the teacher supervision process.

All roles must adhere to their accountabilities and responsibilities as outlined in the *Teacher Supervision and Evaluation Handbook*.

Procedures

- Supervision and evaluation of teachers is completed through five tracks outlined in the *Teacher Supervision and Evaluation Handbook*.
 - Track 1 – First- and Second-year teachers on permanent or replacement contracts
 - Track 2 – Five-year cycle of tenured teachers
 - Track 3 – Teachers on Temporary Contract
 - Track 4 – Annual Professional Learning Plan for Permanent and Replacement Teachers
 - Track 5 – Intensive Support/Supervision/Contract Review
- Administrators will ensure that all teachers are aware of the *Teacher Supervision and Evaluation Handbook*.



Procedure: 5.16

Procedure Name: Supervision & Evaluation of Teachers

Related

Teacher Supervision and Evaluation Handbook