

 <p>Jarvis Community Christian School</p> <p>SCHOOL ADMINISTRATIVE PROCEDURE BINDER</p>		ADMINISTRATIVE PROCEDURE NUMBER 403	PAGE NUMBER 1 of 8
		TITLE: Teacher Growth, Supervision and Evaluation	
PREVIOUS REVISION DATES: None – New Procedure		DATE OF APPROVAL: September 1, 2011	
LAST REVIEWED: 2011, October 2017		SIGNATURE OF COO/Principal: Chad Haverkamp	
REVIEW MONTH: May			

Background

The School recognizes that excellence in education for students is largely determined by qualified and committed staff.

To ensure that a quality Christian/Christian education is afforded to students, our School supports a continuous growth, supervision and evaluation program of staff performance. This program is constructive, emphasizing personal professional growth and professional development of all staff.

The School's Teacher Growth, Supervision and Evaluation administrative procedure is designed to reinforce the need for career long professional growth on the part of teachers, and aims to ensure that each teacher's professional actions, judgements and decisions are in the best educational interests of students and support the creation of ongoing opportunities for optimum learning.

The School believes its primary role is to ensure that quality Christian education is offered to all students in the School. To that end, the School supports a process which enables continuous growth, supervision and evaluation of all staff.

Definitions

In this administrative procedure,

1. Evaluation means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgement by a COO in determining whether one or more aspects of the teaching of a teacher meets, does not meet, or exceeds the Teaching Quality Standard.

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2. Notice of Remediation means the written statement issued by a COO to a teacher where the COO has determined that a teacher's teaching does not meet the Teaching Quality Standard, and such a statement describes:
 - 2.1. The behaviours or practices that do not meet the Teaching Quality Standard and the changes required;
 - 2.2. The remediation strategies the teacher is advised to pursue; and
 - 2.3. How the determination will be made that the required changes in behaviour or practice have taken place, applicable timelines, and the consequences of not achieving the required changes including, but not limited to, termination of a teacher's contract of employment.
3. COO means a COO as defined in the School Policy.
4. Supervision means the ongoing process by which a COO or designate carries out duties in respect to teachers and teaching.
5. Teacher means an individual who is required to hold a certificate of qualification as a teacher and who is responsible for the provision of instruction or supervision or a temporary letter of authority.
6. Teacher professional growth means the career long learning process whereby a teacher annually develops, implements and completes a plan to achieve professional learning objectives or goals that are consistent with the Teaching Quality Standard.
7. Teaching Quality Standard means the standard and descriptors of knowledge, skills and attributes authorized by the School.

Procedures

1. The staff growth, supervision and evaluation program will:
 - 1.1. Ensure that a quality Christian education is being offered to all students in the School;
 - 1.2. Affirm the worth and dignity of all the parties involved;
 - 1.3. Clearly communicate performance expectations;
 - 1.4. Provide a basis for professional growth and development;
 - 1.5. Acknowledge effective teaching/performance;
 - 1.6. Support staff in the process of self-evaluation;

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- 1.7. Assist staff in the development of strategies/skills to support improved performance;
 - 1.8. Assess the quality of instruction;
 - 1.9. Consider the staff member's training experience and skills when determining individual assignments; and
 - 1.10. Provide information to be employed in decisions regarding permanent certification, awarding of continuous contract, promotion, transfer, dismissal and provision of references.
2. The staff growth, supervision and evaluation process recognizes the following:
 - 2.1. That competency of staff is assumed;
 - 2.2. That the communication of clear goals, expectations and criteria for performance by evaluators is essential to effective staff appraisal;
 - 2.3. The complexity of the teaching and learning process;
 - 2.4. That the individual has personal responsibility and accountability for his/her performance;
 - 2.5. That in order to be effective at assessment and at facilitating staff growth, evaluators must possess a sound knowledge of what constitutes effective teaching; and
 - 2.6. That evaluators must possess the skills necessary to recognize, understand and communicate what constitutes effective performance for each staff member.
3. The COO or designate is responsible for reporting annually to the Board and the public regarding the implementation of this administrative procedure.
4. Teacher Professional Growth
 - 4.1. A teacher employed by the School is responsible for developing, implementing and completing during each school year an annual professional growth plan that meets the requirements of this administrative procedure.
 - 4.2. A teacher's annual professional growth plan shall:
 - 4.2.1. Include a faith formation goal and a minimum of two goals with objectives and indicators of goal achievement based on an assessment of learning needs by the individual teacher;
 - 4.2.2. Show a relationship to the Teaching Quality Standard; and

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- 4.2.3. Take into consideration the education plans of the School and the Ontario Ministry of Education. Each teacher will be provided with necessary supporting documents. (i.e. School Annual Plan for Learning).
- 4.3. A teacher must submit a copy of the annual professional growth plan the teacher intends to pursue to the COO for review to ensure compliance with the procedure 4.2 by October 15 or, where a teacher commences employment after October 1, within 30 days of commencement of employment.
- 4.4. An annual teacher professional growth plan:
- 4.4.1. May be a component of a long-term, multi-year plan; and
- 4.4.2. May consist of a planned program of supervising a student teacher or mentoring a teacher.
- 4.5. In developing, implementing and completing a teacher's annual professional growth plan, a teacher shall adhere to the requirements of procedure 4.2.
- 4.6. A teacher's annual professional growth plan shall be reviewed by the COO when submitted as required by procedure 4.3 and will also be reviewed when the completed annual professional growth plan is submitted in accordance with procedure 4.11.
- 4.7. In the event that the COO is of the view that the proposed annual professional growth plan submitted in accordance with procedure 4.3 is not in compliance with procedure 4.2, the COO shall return the proposed annual professional growth plan to the teacher noting the deficiencies and requiring resubmission of a complying annual professional growth plan within two (2) weeks.
- 4.8. Unless a teacher agrees, the content of an annual professional growth plan shall not be part of the evaluation process of a teacher.
- 4.9. Despite procedure 4.8, a COO may identify behaviours or practices that may require an evaluation under procedure 4.19 provided that the information identified is based on a source other than the information in the annual teacher's professional growth plan of the teacher.
- 4.10. The supervisor shall keep each professional growth plan on file until completed. All completed growth plans shall be returned to the respective staff members.
- 4.11. By June 1 a teacher shall provide the COO, or the representative body of teachers where established by the school staff, a written or verbal culminating report using the original written copy of the teacher annual professional growth plan as a guide for the report.

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- 4.12. The COO shall, by June 30, submit to the Board written verification that each teacher has developed, implemented and completed an annual professional growth plan for the prior school year.

SUPERVISION

- 4.13. A fundamental component of this administrative procedure is ongoing supervision of teachers by the COO or designate, including:
- 4.13.1. Providing support and guidance to teachers;
 - 4.13.2. Observing and receiving information from any source about the quality of teaching a teacher provides to students; and
 - 4.13.3. Identifying the behaviours or practices of a teacher that for any reason may require an evaluation.
- 4.14. Supervision shall be conducted on a continuing basis for all teachers employed by the School. Through ongoing supervision, a COO or designate shall ensure that a teacher's teaching meets the requirements of the Teaching Quality Standard.
- 4.15. In the normal course of duties, a COO or COO may receive information from any legitimate source and make observations and written notes about the quality of teaching. All relevant information and observations will be shared with the teacher in a timely fashion.
- 4.16. In exercising educational leadership, a COO may provide guidance and support to a teacher to improve the teacher's quality of instruction and this assistance may vary in nature depending upon the teacher's learning needs and professional circumstances.
- 4.17. Supervision is to be viewed as developmental and teachers are to be willing to receive collegial advice and assistance to improve professional performance, identifying areas of strength and provide recommendations and opportunities for further growth.
- 4.18. When, through supervision, a COO believes that a teacher's teaching may not meet the requirements of the Teaching Quality Standard, the COO may:
- 4.18.1. Work with the teacher directly, as a part of the COO's program of supervision, to provide assistance to change the behaviours or practices that may be problematic; or
 - 4.18.2. Initiate an evaluation in accordance with these procedures.

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EVALUATION

- 4.19. The evaluation of a teacher by a COO or designate may be conducted:
- 4.19.1. Upon the written request of the teacher;
 - 4.19.2. For the purposes of gathering information related to a specific employment decision;
 - 4.19.3. For purposes of assessing the growth of the teacher in specific areas of practice; and
 - 4.19.4. When, on the basis of information received through supervision, the COO has reason to believe that the teaching of the teacher may not meet the Teaching Quality Standard.
- 4.20. The evaluation of a teacher by a COO or designate may be conducted:
- 4.20.1. Within 30 days of written request of a teacher who holds a continuing contract and a Permanent Professional Teaching Certificate;
 - 4.20.2. For the purposes of gathering information related to a specific employment decision of a teacher who does not hold a continuing contract or permanent professional teaching certificate;
 - 4.20.3. For purposes of assessing the growth of the teacher in specific areas of practice identified by a supervisor for the purposes of program or school evaluation; or
 - 4.20.4. When, on the basis of information received through supervision, the COO or designate has reason to believe that the teaching of the teacher may not meet the Teaching Quality Standard.
- 4.21. Before proceeding with the evaluation, a COO or designate shall meet with the teacher to communicate information about the nature of the evaluation as outlined in procedure 4.18 and to obtain information about the teacher's teaching assignment and professional context.
- 4.21.1. Where possible, a teacher is to be involved in the mutual development and recognition of the process (including data collection procedures), criteria, standards and timelines.
- 4.22. On initiating an evaluation, the COO must communicate explicitly to the teacher in writing:
- 4.22.1. The reasons for and purposes of the evaluation;

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- 4.22.2. The process, criteria and standards to be used;
- 4.22.3. The timelines to be applied; and
- 4.22.4. The possible outcomes of the evaluation.
- 4.23. The COO or designate shall observe the teacher's teaching and, if appropriate, other activities relating to the teacher's assignment. Data collection procedures shall be conducted in accordance with the Code of Professional Conduct. The COO or designate and the teacher shall meet through conferencing to discuss matters related to the evaluation.
- 4.24. When the COO or designate has completed a reasonable number of observations, the COO or designate shall determine if one or more aspects of the teacher's teaching meets or does not meet the Teaching Quality Standard.
- 4.25. When the evaluation of a teacher is completed, the COO or designate shall draft a report and shall include the COO's or designate recommendation using the following time frame:
 - 4.25.1. Within 30 calendar days when the evaluation is for continued employment or certification; or
 - 4.25.2. Within 14 calendar days when the evaluation pertains to remediation.
- 4.26. The COO and teacher shall meet to discuss the evaluation and the teacher shall be given the opportunity to append any written comments to the report. The evaluation, together with the teacher's written comments, shall be placed in the teacher's personnel file.
 - 4.26.1. Upon completion of an evaluation, the COO must provide the teacher with a written copy of the completed evaluation report in a timely fashion.
 - 4.26.2. Despite procedure 4.27, when an evaluation is conducted for the purposes of procedure 4.19.1, the teacher shall receive the only copy of the report unless the teacher chooses otherwise.
- 4.27. When, in the conduct of a program or school evaluation under procedure 4.19.3, a COO or designate believes that a teacher's teaching may not meet the Teaching Quality Standard, the COO or designate shall consider the program or school evaluation to be supervision under this administrative procedure and may initiate an evaluation under procedure 4.19.4.
 - 4.27.1. When, as a result of an evaluation conducted under procedure 4.19.2 or 4.19.4, a COO or designate determines that a teacher's teaching does not meet the Teaching Quality Standard, the COO or designate issues a notice of termination with cause. The decision of the COO or designate is final.

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4.28. This administrative procedure does not restrict the COO:

4.28.1. From taking disciplinary or other action, as appropriate, where the COO has reasonable grounds for believing that the actions or practices of a teacher endangers the safety of students, constitutes a neglect of duty, a breach of trust, a refusal to obey a lawful order of the Board; or

4.28.2. From taking any action or exercising any right or power under the School Board.