

Administrative Procedure 423 - Teacher Evaluation

Background

The expectation is that all teachers will consistently meet the Teaching Quality Standard established by Alberta Education. Teachers, Principals, Vice Principals, and Superintendents each have responsibilities to ensure the achievement of this standard.

Definitions

"Evaluation" is the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by a Principal or Superintendent in determining whether one or more aspects of a Teacher's practice meets or does not meet the Teaching Quality Standard.

"Notice of Remediation" means the written statement issued by a Principal to a Teacher when the evaluation of the Teacher confirms that a Teacher's practice does not meet the Teaching Quality Standard. A Notice of Remediation describes:

- the behaviours or practices that do not meet the Teaching Quality Standard and the changes required;
- the remediation strategies the Teacher is advised to pursue, and
- how the determination will be made that the required changes in behaviour or practice have taken place; the standards that will be applied; applicable timelines; and the consequences of not achieving the required changes and standards, including but not limited to the termination of the Teacher's contract of employment.

"Supervision" means the ongoing process by which a Principal carries out duties with respect to Teachers and teaching required under section 197 of the Education Act and exercises educational leadership. The purpose of supervision is to:

- provide support, guidance and development opportunities;
- provide direct, constructive feedback about professional practice;
- identify professional behaviours and practices that should be recognized as exemplars; and
- identify professional behaviours and practices that may not meet the Teaching Quality Standard.

Procedures

Teacher Evaluation

1. An evaluation may be conducted:

1.1. Upon the written request of the Teacher;

- 1.2. For purposes of gathering information related to a specific employment decision, such as but not limited to granting a continuous contract or making a recommendation for permanent certification;
- 1.3. For purposes of assessing the growth of the Teacher in specific areas of practice;
- 1.4. On the basis of information received through Supervision, the Principal has reason to believe that the teaching of the Teacher may not meet the Teaching Quality Standard.
2. Principals shall evaluate the Teachers employed in their schools. In addition, the Deputy Superintendent, the Assistant Superintendent of Human Services, or both, as determined by the Superintendent, will possibly conduct evaluations in concert with the Principal.
3. When initiating an evaluation, the Principal must communicate explicitly to the Teacher:
 - 3.1. the reasons for and purposes of the evaluation, including reference to specific competencies, set out in the Teaching Quality Standard that are in issue,
 - 3.2. the process, criteria and standards to be used,
 - 3.3. the timelines to be applied, and
 - 3.4. the possible outcomes of the evaluation.

Evaluation of Teachers who do not possess a permanent professional certificate and/or a continuing contract of employment

4. The evaluation team will normally be led by the school Principal with support from the Deputy Superintendent, the Assistant Superintendent of Human Services and the school's Vice Principal(s).
5. For a teacher who starts employment at the beginning of the year, at least two formal written evaluations will be completed, with the first being completed by the end of January and the second being completed by April 30 in the current school year.
6. The Notice of Evaluation, Evaluation Plan, Mid Term Evaluation and Final Evaluation shall be submitted to the Assistant Superintendent of Human Services and placed in the Employee's personnel file.
7. At the commencement of the evaluation, the Principal, in consultation with the Assistant Superintendent of Human Services, shall issue a Notice of Evaluation to the teacher. The procedure for issuing a Notice of Evaluation is as follows:
 - 7.1. The Principal will meet with the Teacher to review the matters set out in the Notice of Evaluation.

- 7.2. Adjustments may be made to the content of the Notice of Evaluation by written agreement.
8. The Principal shall issue an Evaluation Plan and a copy of the Teacher Quality Standard at the commencement of the evaluation.
9. Evaluations will focus on determining whether the teacher possesses and applies the competencies set out in the Teaching Quality Standard.
10. The Principal shall make a recommendation pertaining to the Teacher's employment and/or certification in the final report.

Evaluation of Teachers holding a permanent professional teaching certificate employed under a continuing contract and who are deemed to be meeting the Teaching Quality Standard

11. Either the school Principal, Deputy Superintendent or Assistant Superintendent of Human Services may conduct these evaluations.
12. These evaluations will be initiated by a written request from the Teacher. Situations in which such an evaluation may be initiated include, but are not limited to, the following:
- 12.1. after a transfer;
 - 12.2. after a major change in teaching assignment;
 - 12.3. when a Teacher wants feedback on a new teaching approach or program;
 - 12.4. when a Teacher is considering a change of position or wants an employment reference.
13. The Evaluator shall issue a Notice of Evaluation, Evaluation Plan and a copy of the Teacher Quality Standard at the commencement of the evaluation.
14. The Notice of Evaluation, Evaluation Plan and Evaluation shall be submitted to the Assistant Superintendent of Human Services and placed in the Employee's personnel file.

Evaluation of teachers whose performance may not be meeting the Teaching Quality Standard

15. In the opinion of the Principal, if the information received through supervision warrants an evaluation of a Teacher's performance, the Superintendent and the Assistant Superintendent will be notified.
16. The Teacher is encouraged to seek support from the Alberta Teachers' Association.

17. The Principal, with support from the Assistant Superintendent of Human Services, shall conduct an evaluation based on no less than two (2) observations of the Teacher's teaching, and shall determine if all aspects of the Teacher's practice meet the Teaching Quality Standard.
18. At the commencement of the evaluation, the Principal, in consultation with the Assistant Superintendent of Human Services, shall issue a Notice of Evaluation to the teacher. The procedure for issuing a Notice of Evaluation is as follows:
 - 18.1. The Principal, the Assistant Superintendent of Human Services will meet with the Teacher to review the matters set out in the Notice of Evaluation.
 - 18.2. Adjustments may be made to the content of the Notice of Evaluation by written agreement.
 - 18.3. The Principal shall issue an Evaluation Plan and a copy of the Teacher Quality Standard at the commencement of the evaluation.
19. Within thirty (30) calendar days of the completion of the Evaluation, the evaluator shall prepare a report and shall include recommendations pertaining to the need for the Teacher to remediate his or her practices (if applicable).
20. The Principal, the Assistant Superintendent of Human Services, shall meet with the Teacher to discuss the evaluation. The Teacher shall be given an opportunity to append any written comments to the report, provided that such comments are received within fourteen (14) calendar days of the date the report is given to the Teacher. The evaluation, together with the Teacher's comments, shall be placed in the Teacher's personnel file.
21. When the evaluation report determines that a Teacher's practice does not meet the Teaching Quality Standard, the Principal shall issue a Notice of Remediation to the Teacher, provided that:
 - 21.1. A Notice of Remediation shall comply with the definition provided in this Administrative Procedure.
 - 21.2. The Teacher may provide suggestions for the remediation plan, which shall be incorporated into the Notice of Remediation to the extent reasonably possible and advisable in the opinion of the Principal in consultation with the Assistant Superintendent of Human Services, with those provisions being specifically noted as having been generated by the Teacher.
 - 21.3. The Principal, with support from Division staff, shall provide any reasonable assistance and/or resources as requested by the Teacher.

22. After no more than one hundred (100) school days from the issue of the Notice of Remediation, a subsequent evaluation is to be undertaken normally by the Principal with support from the Assistant Superintendent of Human Services, to be based on not less than two (2) observations of the Teacher's teaching by each evaluator.
- 22.1. If the Principal concludes that the Teacher's practice now meets the Teaching Quality Standard, a letter stating that the regular supervision cycle will resume will be placed in the Teacher's personnel file.
- 22.2. If the Principal concludes that the Teacher's practice does not meet the Teaching Quality Standard, then the Superintendent will:
- 22.2.1. offer an additional period of remediation to the Teacher, if the Principal believes significant but not sufficient improvement has occurred and that such further remediation is likely to succeed; and/or
- 22.2.2. change the Teacher's assignment if the Principal is of the opinion that such a change will permit the Teacher to succeed and any perceived difficulties in any area of teaching practice can be effectively eliminated by such a change; or
- 22.2.3. recommend to the Board of Trustees to terminate the Teacher's contract of employment if necessary under the Education Act.
23. The Notice of Evaluation, Evaluation Plan, Notice of Remediation and Evaluations shall be submitted to the Assistant Superintendent of Human Services and placed in the Employee's personnel file.

Appeal

24. A teacher who does not agree with the process used in their evaluation has the right to appeal their evaluation on the basis of the process used.
25. The appeal must be in writing, sent by registered mail, or presented in person to the supervisor within fifteen (15) calendar days of receipt of the evaluation report.
26. The written appeal must clearly state the reason for the appeal, and must identify the specific errors and problems with the process, used in the evaluation that is being appealed.
27. The originator of the evaluation report shall provide a written response within fifteen (15) calendar days of receipt of the appeal.

28. If the appellant Teacher is not satisfied with the response of the originator of the evaluation report, the Teacher may submit a second written appeal to the Assistant Superintendent of Human Services. This second written appeal must be made within fifteen (15) calendar days of the evaluator's response to the first appeal, failing which, any dispute will be considered resolved. The second written appeal must clearly identify the specific errors and problems with the process and must identify the reasons that the response of the originator of the evaluation report are unacceptable or insufficient.
29. Upon receipt of an appeal by the Assistant Superintendent of Human Services, the Deputy Superintendent, in collaboration with the Assistant Superintendent of Human Services, shall, within fifteen (15) calendar days, establish proceedings for review of the appeal. Proceedings may include any or all of the following:
- 29.1. reviewing the employee's file;
 - 29.2. convening a meeting with the employee, immediate supervisor and other appropriate staff;
 - 29.3. assigning another administrator to do an additional evaluation report;
 - 29.4. convening a special advisory panel to review the appeal; and
 - 29.5. outlining and suggesting appropriate alternatives.
30. Upon completion of the evaluation, the Assistant Superintendent of Human Services shall, within five calendar days, advise the Superintendent of the findings.
31. The Superintendent's decision is final and shall be communicated, in writing, to the teacher.

Reference: Section 18, 33, 52, 53, 196, 197, 204, 213, 214, 215, 218, 222 Education Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Part 7, Division 3.1 of the Education Act
Certification of Teachers and Teacher Leaders Regulation, Alta Reg 123/2022
Professional Conduct and Competency for Teachers and Teacher Leaders Regulation, Alta Reg 124/2022
Student Learning – Ministerial Order 028/2020
Teaching Quality Standard
Teacher Growth, Supervision and Evaluation Policy
Guide to Education ECS to Grade 12
Practice Review of Teachers Information Bulletin 3.3.2

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