



# 402.6 AP Leadership Growth, Supervision and Evaluation

**ESTABLISHED:** 09.07.2021

**UPDATED:**

**REVIEWED:**

**APPROVED:** 09.15.2021

---

## LEGAL REFERENCE:

- Education Act Section 197
- [Teacher Growth, Supervision and Evaluation Policy](#)
- Alberta Education [Leadership Quality Standard](#)

## CROSS REFERENCE:

- Exhibit #1 Leadership Professional Growth Plan Template - **pending**
- Exhibit #2 Leadership Evaluation Report - **pending**
- [402.12AP Staff Remediation](#)

---

## INTRODUCTION

Students, staff, parents/guardians and community members of Buffalo Trail Public Schools deserve the best possible leadership. The quality of leadership in a Division, no matter how high the existing level is, can always be improved if we subscribe to the concept that this organization is a caring community of learners. The use of appropriate leader growth, supervision and evaluation practices in the Division enhances the improvement of leadership in the Division.

Focusing on growth supports the Division as a community of learners. The ongoing guidance and support by supervisors enable timely feedback leading to growth. Appropriate leadership evaluation provides useful information describing areas of improvement, leader strengths and determining the employment status of a leader in the Division. The combination of informed growth, supervisory and evaluation practices, in a general sense, are designed to provide quality teaching in the Division.

## PROCEDURES:

### Growth

1. All leaders are responsible for completing an annual teacher professional growth plan that:
  - 1.1 reflects goals and objectives based on an assessment of learning needs by the individual leader,
  - 1.2 shows a demonstrable relationship to the *Leadership Quality Standard*, and
  - 1.3 takes into consideration the education plans of the school, the school authority and the Government.
2. The plan must be submitted to the immediate supervisor by September 30 or within 30 days of a contract start date. The supervisor will review the plan, in consultation with the leader, to provide feedback and make a finding whether the teacher has completed the plan. Failure to provide a growth plan may result in disciplinary action.
3. *Exhibit #1 Leadership Professional Growth Plan Template* provides a format a leader may use.
4. Leaders should take primary responsibility for their own professional growth, the goal of which should be improved competencies that enhance student learning.

### Supervision

1. Ongoing supervision of leaders by their supervisor, including:
  1. providing support and guidance to leaders;
  2. observing and receiving information from any source about the quality of leadership that a leader provides; and
  3. identifying the behaviours or practices of a leader that for any reason may require an evaluation.

### Evaluation

1. The program of evaluation will serve the function of providing the supervisor and School Division with the opportunity to assist a leader to improve their leadership performance to a level satisfactory to the School Division and meets the *Leadership Quality Standard* (LQS) established by Alberta Education.
2. An evaluation can be conducted for a number of different purposes including:
  - 2.1 upon the written request of the leader;
  - 2.2 for purposes of gathering information related to a specific employment decision; and
  - 2.3 for purposes of assessing the growth of the leader in specific areas of practice when, on the basis of information received through supervision, the supervisor has reason to believe that the leadership may not meet the *Leadership Quality Standard*.
3. A leader will be notified in writing of the purpose of the evaluation, the process of evaluation, and the possible outcomes of the evaluation.

4. Principals new to their position shall enter into a series of term contracts for a period of up to five years. During this period, they will be evaluated based on the *Leadership Quality Standard*.
5. Principals and Assistant Principals may be reviewed on their teaching competencies based on the *Teaching Quality Standard*.
6. Other certificated teachers in leadership roles may be evaluated in their role based on the *Leadership Quality Standard*.
7. A supervisor may receive information from any source and may include interviews, surveys, walkthroughs, self-reflection, artifacts and other sources of information.
8. The evaluator will gather evidence from any source on the demonstration of meeting the *Leadership Quality Standard* competencies.
9. Upon completion of an evaluation, the supervisor must provide the leader with a copy of the completed evaluation report. *Exhibit #2 Leadership Evaluation Report*
10. Where applicable, as the result of an evaluation, a supervisor determines that a change in the behaviour or practice of a leader is required, the supervisor may provide to the leader a notice of remediation. This process is described in *402.12AP Staff Remediation*.