

# PROFESSIONAL GROWTH PLANS

## Background

The primary purpose of ongoing professional growth plans, supervision and evaluation in the Division is to continually strengthen and improve the effectiveness of all certificated staff in their roles of providing students with the best educational experience possible within a Catholic atmosphere. In order to achieve positive results, the Division expects professional growth plans, supervision and evaluation of certificated staff to be a cooperative and continuous process wherein all of the individuals involved in the process feel a joint responsibility to work together in an atmosphere of trust, confidence and support.

The development of a professional growth plan is a non-judgmental process designed to foster continuous improvement in the learning process. This concept operates under the assumption that teachers are competent and that they are willing to continually improve their instruction of students. The development of a professional growth plan is a collegial process between professional educators whereby teachers are both empowered and responsible for developing individual plans and actions for continually improving their teaching.

The Division believes that the professional growth plan, supervision and evaluation of certificated staff contribute to the continuous improvement of the Division as a whole.

## Procedures

1. Procedures for the development of professional growth plans for all certificated staff will be developed in accordance with Administrative Procedure 406.
2. Professional Growth Plans will be developed and submitted to the principal or superintendent on or before October 15 of each school year. The principal or review body must arrange for and complete an oral review of the teacher professional growth plan within the last 60 calendar days of the school year.
3. Professional Growth Plans will be reviewed and approved by the principal or a group of teachers delegated by the school principal (review body). The superintendent or designate will review Professional Growth Plans where it involves non-school based certificated staff including Catholic Education Centre certificated staff.
4. All teachers on a probationary or continuous contract or who are on a temporary or interim contract of more than 110 days will submit a Professional Growth Plan on an annual basis.
5. Procedures for professional growth plans of all certificated staff will be reviewed on regular (every two years) basis or upon a legislative change to the Education Act.



6. Unless the teacher agrees, the content of an annual teacher Professional Growth Plans must not be part of the evaluation process of a teacher.
7. Teacher Professional Growth plans must show a demonstrable relationship to the teacher quality standard.

Reference: Section 18, 20, 22, 39, 60, 61, 96, 106, 107, 113, 116, 117 School Act  
Freedom of Information and Protection of Privacy Act  
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)  
Practice Review of Teachers Regulation 4/99  
Teaching Quality Standard – Ministerial Order 016/97  
Teacher Growth, Supervision and Evaluation Policy 2.1.5  
Administrative Procedure 406

