

TEACHER GROWTH, SUPERVISION AND EVALUATION HANDBOOK

MEDICINE HAT SCHOOL DISTRICT NO. 76

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TEACHER GROWTH, SUPERVISION AND EVALUATION

Medicine Hat School District No. 76 strives to ensure that students of the district are served by the best qualified and most effective staff in each position. With a commitment to constantly improving educational programs, promoting and supporting on-going professional development of best practice, and overseeing an employee supervision and evaluation program that contributes to the enhancement of professional staff, MHSD is devoted to the pursuit of learning.

For certificated staff, promotion of high quality learning environments are supported through three distinctly identifiable, but interconnected components that are identified by [Alberta Education's Policy 2.1.5: Teacher Growth, Supervision and Evaluation](#) and where local procedures are articulated in MHSD's [Policy 520: Teacher Growth, Supervision and Evaluation](#).

DEFINITIONS:

1. "Teacher Growth" means the career-long learning process whereby a teacher annually develops and implements a plan to achieve professional learning objectives or goals.
2. "Supervision" means the on-going process by which a principal carries out duties in respect to teachers and teaching required under section 20 of the [School Act](#) and exercises education leadership including:
 - a. Providing support and guidance to teachers;
 - b. Observing and receiving information from any source about the quality of teaching a teacher provides to students; and
 - c. Identifying the behaviours or practices of a teacher that for any reason may require an evaluation.
3. "Evaluation" means 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 designate in determining whether one or more aspects of the teaching of a teacher exceeds, meets or does not meet the [Teaching Quality Standard \(TQS\)](#).

This Handbook has been put together to provide teachers with the references and materials they will need to be fully informed and prepared to meet the expectations laid out for Medicine Hat School District's Teacher Growth, Supervision and Evaluation practices.

Teacher Growth

According to Provincial [Policy 2.1.5](#), every teacher in Alberta must develop and implement an annual plan for professional growth that outlines the professional development activities the teacher intends to undertake in that year.

A teacher's annual growth plan shall:

1. Reflect goals and objectives based on an assessment of learning needs by the individual teacher
2. Show a demonstrable relationship to the [Teaching Quality Standard](#)
3. Take into consideration the educational plans for the school, school board and Alberta Education

Resources:

- [Alberta Teacher's Association Teacher Professional Growth Plan \(TPGP\) Materials](#)
- [Medicine Hat School District Sample TPGP template](#)
- [TQS Rubric for Teachers](#)

Supervision

Resources:

- [Cognitive Coaching Conversations®](#)
 - Calibrating Map® - to support the teacher in visioning how their practice may align with a standard/expectation they have been given. Example: *Teaching Quality Standard*.
 - Planning Map® - to support the teacher in their thinking as they plan for a lesson, event, conversation
 - Reflecting Map® - to support the teacher in their thinking as they process their experiences on how a lesson, conversation, activity, meeting, parent/teacher/student interview went.
 - Problem Solving Map® - to support the teacher in their thinking through an issue/concern they are facing

Evaluation

Medicine Hat School District [Policy 520](#) outlines the specific guidelines for evaluation in the District.

Resources:

Process

[Timeline for Evaluation](#)

Documents for Teacher Evaluation

[Teacher Background Information](#) – provided by teachers to the administrator evaluating them

[TQS Rubric](#) – for purposes of self-reflection and guidance in evaluation

[Interim Certification Teacher Evaluation Fillable Form](#)

[Permanent Certification Teacher Evaluation Fillable Form](#)