

Administrative Procedure 422 – Appendix A

TEACHER PROFESSIONAL GROWTH PLAN

1. All teachers, full-time or part-time, will complete a teacher professional growth plan during each school year.
2. All teachers will develop plans that foster self-assessment, improvement of practice, and professional growth and /or improved practice. Plans are to be meaningful and relevant to current or anticipated future positions or assignments. The plan must
 - 2.1 Reflect goals and objectives based on the staff member's self-assessment of professional learning needs;
 - 2.2 Include strategies for achieving those goals and objectives;
 - 2.3 Have a demonstrable relationship to the District's *Teaching Quality Standard - Ministerial Order #016/97*;
 - 2.4 Reflect the goals and priorities within the plans for continuous growth for the school, the District, and Alberta Education; and
 - 2.5 Include an estimated completion time.
3. An annual teacher professional growth plan may
 - 3.1 Be a component of a long-term multi-year plan.
 - 3.2 Consist of a planned program of supervising a student teacher or mentoring a colleague.
 - 3.3 Be conducted in a collaborative setting where more than one teacher engages in the collective plan but each individual teacher writes a teacher professional growth plan.
 - 3.4 Take different forms as agreed upon by the teacher and the Principal.
4. All teachers must submit their annual teacher professional growth plan in writing for review or approval by October 15 to the Principal or a group of staff delegated by the Principal. The Principal in consultation with staff shall determine the membership of such a group.
5. All teachers shall provide the Principal or representative group of staff with a written and/or verbal culminating report on or before June 15. The report shall include specific indicators that support the degree of completion. The report shall also provide reflections on how
 - 5.1 The teacher's professional practice has improved, and
 - 5.2 Student learning has been improved.
6. The Principal or representative group delegated by the Principal shall in consultation with the teacher determine by June 30 whether the teacher has fulfilled an annual teacher professional growth plan that complies with *Alberta Education Policies* and the District's *Administrative Procedure 422 – Professional Growth, Supervision and Evaluation of Teachers*.

7. If it is determined that a teacher has not completed an annual teacher professional growth plan as required, the teacher may be subject to disciplinary action.
8. Unless the teacher agrees, the content of the annual teacher professional growth plan must not be part of the evaluation process of a teacher. Despite this, a Principal may identify behaviours or practices that may require an evaluation provided that the information identified is based on a source other than the information in the annual teacher professional growth plan of the teacher.
9. The Principal will keep a copy of the teacher's current annual professional growth plan and supporting documentation in the school. One year following completion, all plans and documentation shall then be returned to the teacher.

Adopted: April 3, 2000

Reviewed/Revised: November 15, 2001, June 12, 2002, November 15, 2002, March 15, 2005, January 4, 2010, June 28, 2013, June 30, 2017

Reference: Section 18, 20, 22, 39, 60, 61, 94, 105, 106, 107, 109, 109.1, 113, 132 School Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act
Teaching Profession Act
Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)
Practice Review of Teachers Regulation 4/99
Ministerial Order 016/97 - Teaching Quality Standard
Ministerial Order 001/2013 - Student Learning
Guide to Education ECS to Grade 12
Practice Review of Teachers Information Bulletin 3.3.2