

## Administrative Procedure 422 – Appendix D

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### PHASE 2 PROCESS

When a Principal has determined, as a result of an evaluation, that a teacher's performance does not meet one or more of the Standards of Teaching Practice, the Principal shall initiate the Phase 2 process. This will be done in writing and presented to the teacher in person or forwarded by registered mail.

1. The letter initiating the Phase 2 Process will address the following areas:
  - 1.1 Officially inform the teacher that job performance does not meet the Standards of Teaching Practice and that Phase 2 Process has been initiated.
  - 1.2 Inform the teacher of professional responsibility to seek improvement.
  - 1.3 Identify area(s) of the teacher's performance that require improvement.
  - 1.4 Identify resources available to assist the teacher in improving (including 10 days with a substitute teacher provided.)
  - 1.5 Provide a reasonable time limit for achieving an overall satisfactory level of performance.
  - 1.6 Remind of the availability of the Alberta Teachers' Association to clarify the teacher's legal rights and their professional responsibilities.
  - 1.7 Inform the teacher that the Principal will be the primary evaluator.
  - 1.8 Inform the teacher that the Principal will conduct a minimum of six classroom observations within the time limit specified.
  - 1.9 Notify the teacher of the possible outcomes of the Phase 2 process. It will be one of the following:
    - 1.9.1 The teacher's job performance will now meet the Standards of Teaching Practice and Phase 2 Process will be ended.
    - 1.9.2 More time than was originally allowed will be required to allow the teacher to meet the Standards and that time limit is now determined.
    - 1.9.3 A recommendation for termination of contract will be made to the Superintendent.
2. A copy of the letter initiating the Phase 2 Process shall be provided to the Assistant Superintendent, Human Resource Services for placement in the teacher's human resource record.
3. At the conclusion of the Phase 2 Process, the teacher will be notified in writing of the outcome. A copy of the letter concluding the Phase 2 Process shall be provided to the Assistant Superintendent, Human Resource Services for placement in the teacher's human resource record.

4. A teacher may appeal the procedure followed in the Phase 2 Process under Administrative Procedure 422 Appendix C.

Adopted: April 3, 2000

Reviewed/Revised: November 15, 2001, June 12, 2002, November 15, 2002, March 15, 2005, June 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