

Administrative Procedure 422 – Appendix B

SUPERVISION

1. The supervision of teachers by the Principal shall assist teachers in meeting their professional responsibilities and enhancing their *Teaching Quality Standard*.
2. The Principal shall supervise each teacher's practice on an ongoing basis.
3. The supervision process shall
 - 3.1 Provide support and guidance to teachers;
 - 3.2 Include observations and information from any source about the quality of teaching a teacher provides to students; and
 - 3.3 Identify behaviours or practices of a teacher that for any reason may require an evaluation.
4. Through the supervisory function the Principal is to identify teacher behaviours and/or practices that may lead to an evaluation.
 - 4.1 The Principal must develop a repertoire of supervision and leadership strategies to assist in identifying potential concerns.
 - 4.2 The Principal deals with any concerns through the supervisory function.
 - 4.3 Immediate action by the Principal is expected when there is a question of teacher competence or student safety.
5. If as a result of information gathered through supervision, a concern about the teacher's behaviour or practices arises, the Principal shall work with the teacher to address the concern. The Principal will
 - 5.1 Meet with the teacher to clarify any concerns;
 - 5.2 Advise the teacher of the behaviours or practices in question and their relationship to the *Teaching Quality Standard*;
 - 5.3 Establish timelines for subsequent actions;
 - 5.4 Advise the teacher of ongoing supervision and of the possibility of undertaking an evaluation;
 - 5.4.1 If an evaluation is deemed necessary, the usual teacher evaluation form will be used.
 - 5.5 Advise the teacher of the possible outcomes of the evaluation.

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

{00068353v1}