

POLICY 200.11- TEACHER SUPERVISION AND EVALUATION

School District No. 73 Business Company ensures that the highest possible quality of education will be provided to non-resident learners by means of distributed learning. A key factor in this responsibility is the maintenance of high-quality teaching staff that ensures teachers' actions, judgments and decisions are in the best educational interests of students.

1. Description of Qualifications

- 1.1. School District 73 Business Company faculty are required to be a BC certified teacher and in good standing with the TRB.
- 1.2. School District 73 Business Company faculty are required to complete a distributed learning training course prior to employment.

Definitions

In this administrative procedure:

Evaluation: means formal reports resulting from the supervision and evaluation of the learning situation under a teacher's charge.

Supervision: means the ongoing process of collecting evidence that promotes the improvement of high-quality learning environments and the professional growth of teachers.

Teacher Professional Growth Plan: means the career long learning focusses whereby a teacher develops, implements and completes a plan to achieve professional learning objectives or goals that are consistent with the "Standards for the Education, Competence & Professional Conduct of Educators in British Columbia".

2. Teacher Professional Growth

- 2.1. The Director or designate will require teachers to submit professional growth plans on an annual basis.

3. Teacher Supervision of Distributed Learning Courses

- 3.1. Supervision shall be conducted on a continuing basis for all teachers employed by School District No.73 Business Company. Through ongoing supervision, a Director or designate shall ensure that teacher's meet the requirements of the "Standards for the Education, Competence & Professional Conduct of Educators in British Columbia".
- 3.2. In the professional course of duties, a Director or designate may receive information from any source and make observations about the quality of teaching a teacher provides to students. Relevant information and observations will be shared with the teacher.
- 3.3. In exercising Instructional leadership, a Director, or designate, may provide guidance and support to a teacher to improve the teacher's quality of instruction of distributed learning courses to non-resident learner. This assistance may vary in nature depending upon the teacher's professional learning needs and professional circumstances.
- 3.4. Supervision is developmental and teachers will receive collegial advice and assistance to improve their professional performance, identify areas of strength and provide opportunities for further growth.
- 3.5. In the event the Director, or designate, believes that a teacher's performance does not meet the requirements of the "Standards for the Education, Competence & Professional Conduct of Educators in British Columbia" the Director, Vice-President or designate may initiate an evaluation in accordance with these procedures.

4. Evaluation

Formal evaluation reports shall be provided for:

- 4.1. New or inexperienced teachers by conducting yearly evaluations for the first two years of employment with School District No.73 Business Company. Following the first two years of employment, evaluations will be conducted every three years.
- 4.2. Experienced teachers employed by School District No.73 Business Company will be evaluated on a three-year cycle.
- 4.3. Teachers who have been identified as per section 3.5 above.
- 4.4. Before proceeding with the evaluation, the evaluator shall meet with the teacher to communicate information about the nature of the evaluation and obtain information about the teacher's teaching assignment and professional context. Where possible, the teacher shall be involved in the mutual development and recognition of process, criteria, standards and timelines.
- 4.5. The evaluator shall observe the teacher's teaching and, if appropriate, other activities relating to the teacher's assignment. The evaluator shall meet, in a timely manner, after the observation and from time to time to discuss matters related to the evaluation.
- 4.6. Upon completion of the evaluation cycle the evaluator shall complete the Final Evaluation Report Form and share it with the teacher.