

	Administrative Procedure	
	Subject	Teacher Supervision and Evaluation
	AP Code	472

Background

Recognizing its responsibility to provide the best possible educational services to its students, the school holds that:

- Teacher effectiveness is the most important in-school determinant of student learning.
- The improvement of teaching effectiveness is a shared responsibility between individual staff members and the school.
- Supervision practice and procedures should reflect current research as applicable to local needs, conditions, and division priorities.
- One means of ensuring teacher effectiveness is a program of teacher supervision and evaluation.
- The principal is expected to be the instructional leader of the school.

Procedures

1. The Ministry of Education supervises teachers in Qualified and Certified Independent Schools on a regular basis. This does not replace the need for professional growth through ongoing supervision and evaluation by school administration.
2. The principal will perform formal supervision on each teacher at least twice per year. For teachers with more than five years of experience in the school, this can be reduced to once per year.
 - 2.1. The supervision cycle should include a pre-meeting, an observation/data collection, and a post-meeting.
 - 2.2. Teachers should be expected to display a solid understanding of the subject matter they are teaching, good classroom management skills, the ability to use a variety of effective teaching strategies, the ability to make adaptations for the needs of the students, and to perform appropriate assessment and evaluation of students.
 - 2.3. The teacher should be able to provide well-developed unit and lesson plans, which clearly identify the curricular outcomes that are being addressed in the lessons.
 - 2.4. Teachers should develop professional growth goals and action plans for themselves each year, and the principal should review and support the implementation of those plans.
 - 2.5. A summary report of the supervision and evaluation of the teacher should be placed in their personnel record after it is discussed with the teacher.
3. When a supervision and evaluation cycle identify an opportunity or need for improvement, the principal will work with the teacher to improve those areas of need.

References

The Education Act, 1995 – sections 85, 175, 231

Date Adopted

September 1, 2024

Revised
