Administrative Procedure 422

TEACHER GROWTH PLANS

Belief

As the Division supports the concept of life-long learning and continuous individual improvement, it is necessary for teaching staff to stay abreast of current pedagogy and curriculum through individual growth plans.

Procedures

1. This procedure shall apply to all teachers with probationary and continuing contracts, and in addition to teachers with a temporary contract of 90 days or more.

2. Teachers shall submit an annual teacher professional growth plan to the Principal by September 30. The Principal may involve other certificated school personnel in reviewing the growth plans. The Principal or review committee shall meet with teachers to discuss their growth plans by October 30.

3. Principals shall submit their professional growth plans to the Superintendent or designee by September 30 for review and discussion by October 30.

4. If a teacher fails to submit an annual teacher professional growth plan by September 30, the Principal shall provide the teacher with written notification specifying a timeline for submission and indicating the possibility of further action.

5. The annual teacher professional growth plan shall:
   5.1 Reflect the teachers assessment of their own learning needs,
   5.2 Show a demonstrable relationship to the teaching quality standard,
   5.3 Take into consideration the strategic plans of the school, Division, and government,
   5.4 Identify the goals to be achieved,
   5.5 Identify the types of activities in which to be engaged, and
   5.6 Specify the timeline for the completion of those activities.

6. An annual professional growth plan may be developed as a component of a long-term multi-year plan.

7. An annual teacher professional growth plan may consist of, but is not limited to:
   7.1 Attending a series of professional development activities that enhance understanding of the disciplines taught or the methods that are effective in those disciplines;
7.2 Engaging in a program of professional reading to enhance knowledge of the disciplines taught or the methods that are proven to be effective in those disciplines;

7.3 Engaging in specified volunteer activities in the school community to create and enhance partnerships among teachers, parents, and students;

7.4 Becoming well versed in a particular technology that will enhance abilities to meet the learning needs of students;

7.5 Engaging in the development of curriculum, projects, or publications that will enhance abilities to meet the learning needs of students;

7.6 Engaging in a program to share a specific form of expertise with other teaching staff so that the effectiveness of the learning experience for all students within the school or Division is enhanced;

7.7 Engaging in a program of student assessment to gain a better understanding of assessment strategies;

7.8 Working in collaboration with teaching staff and/or the School Council to improve student achievement within the school;

7.9 Participating in an exchange program with teachers within the school, Division, or province or in other countries.

7.10 A planned program of supervising a student teacher or mentoring a teacher.

8. Teachers will review their success in meeting the goals of their personal growth plan with the Principal or review committee by May 31.

9. Principals will review their success in meeting the goals of their professional growth plan with the Superintendent or designate by May 31.

10. The Principal will provide for a summary report to the Superintendent respecting the successful completion of the teachers’ growth plans by June 15.

11. Unless a teacher agrees, the content of an annual teacher professional growth plan must not be part of the evaluation process of a teacher within this procedure.

12. A Principal may identify behaviors or practices that may require an evaluation separate from the contents of the annual teacher professional growth plan.

Reference:
- Section 18, 20 School Act
- Certification of Teachers Regulation 3/99 (Amended A.R. 206/2001)
- Practice Review of Teachers Regulation 4/99
- Teaching Quality Standard (Ministerial Order 016/97)
- Teacher Growth, Supervision and Evaluation Policy 2.1.5
- Guide to Education ECS to Grade 12