

ADMINISTRATOR GROWTH, SUPERVISION AND EVALUATION

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MEDICINE HAT PUBLIC SCHOOL DIVISION ADMINISTRATOR GROWTH, SUPERVISION AND EVALUATION

Medicine Hat Public School Division strives to ensure the schools, staff and students of the District are served by the best qualified and most effective leaders in each position. School Administrators play a key role in ensuring student learning and establishing a culture that reflects the vision, mission, beliefs and values of the district. Administrators therefore have the responsibility and authority to analyze and respond to the context in which they lead. With a commitment to constantly improving educational programs, promoting and supporting on-going professional development of best practice, and overseeing an employee supervision and evaluation program that contributes to the enhancement of professional staff, MHPSD is devoted to the pursuit of learning.

For certificated staff, promotion of high quality learning environments are supported through three distinctly identifiable, but interconnected components that are identified by Alberta Education's [Policy 2.1.5: Teacher Growth, Supervision and Evaluation](#) and where local procedures are articulated in MHSD's [Policy 510: Teacher Growth, Supervision and Evaluation](#) and [Policy 512: Administrator Growth, Supervision and Evaluation](#).

DEFINITIONS

1. "Administrator" – for this Handbook, the Principal and Vice Principal
2. "Principal Quality Practice (PQP) Guidelines" – the practices cited in the Alberta Education documents: [Principal Quality Practice](#)
3. "Administrator Growth" means the career-long learning process whereby an Administrator annually develops and implements a plan to achieve professional learning objectives or goals that are consistent with the PQP.
4. "Superintendent" – the Superintendent or designate.
5. "Supervision" means the on-going process by which the Superintendent carries out duties in respect to Administrators practice and exercises education leadership including:
 - a. Providing support and guidance to Administrators;
 - b. Observing and receiving information from any source about the quality of leadership an Administrator provides to a school, its staff, students, and parents/guardians; and
 - c. Identifying the behaviors or practices of an Administrator that for any reason may require an evaluation.

6. “Evaluation” means the formal process of gathering and recording information or evidence over a period of time and the application of reasoned professional judgment by the Superintendent in determining whether an Administrator’s leadership exceeds, meets or does not meet the PQP.

This Handbook has been put together to provide Administrators with the references and materials they will need to be fully informed and prepared to meet the expectations laid out for Medicine Hat Public School Division’s [Policy 512: Administrator Growth, Supervision and Evaluation](#) practices, as well as providing the resources for Administrators to meet the expectations of [Policy 510: Teacher Growth, Supervision and Evaluation](#).

Administrator Growth

According to Provincial [Policy 2.1.5](#), every teacher in Alberta must develop and implement an annual plan for professional growth that outlines the professional development activities the teacher intends to undertake in that year. Administrators must complete annual professional growth plans to help them support optimum teaching and learning.

An Administrator’s annual growth plan shall:

1. Reflect goals and objectives based on an assessment of learning needs by the individual Administrator
2. Show a demonstrable relationship to the [PQP](#)
3. Take into consideration the educational plans for the school, Medicine Hat Public School Division and Alberta Education

Resources:

[Alberta Teacher’s Association Teacher Professional Growth Plan \(TPGP\) Materials](#)

[Professional Growth Plan Sample for Administrators](#)

[Principal Quality Practice Guideline Rubric for Administrators](#)

[Vice Principal Quality Practice Guideline Rubric for Administrators](#)

Supervision

Resources:

- [512 E 001: Administrator Effective Practice Framework](#)
- [Cognitive Coaching Conversations®](#)
 - Calibrating Map® - to support the Administrator in visioning how their practice may align with a standard/expectation they have been given. Example: *Principal Quality Practice Guideline*
 - Planning Map® - to support the Administrator in their thinking as they plan for a PD Day, meeting, event, conversation
 - Reflecting Map® - to support the Administrator in their thinking as they process their experiences on how a PD Day, event, conversation, or meeting, went
 - Problem Solving Map® - to support the Administrator in their thinking through an issue/concern they are facing

- Other resources as developed by the Superintendent/Evaluator

Evaluation

Medicine Hat Public School Division [Policy 512](#) outlines the specific guidelines for evaluation in the District.

Resources:

Policy

[Alberta Education Act](#)

[Principal Quality Practice Guidelines](#)

Process

[Timeline for Evaluation](#) of teachers

[Timeline for Evaluation](#) of administrators

Documents for Teacher Evaluation

[Teacher Background Information](#) – provided by teachers to the administrator evaluating them

[Sample Notice of Evaluation](#)

[Cognitive Coaching Conversations®](#)

- [Calibrating Map®](#) - to support the teacher through the evaluation process in visioning how their practice may align with the *TQS*
- [Planning Map®](#) - to support the teacher in their thinking during the pre-conference meeting
- [Reflecting Map®](#) - to support the teacher in their thinking during the post-conference meeting
- [Problem Solving Map®](#) - to support the teacher in their thinking through an issue/concern

[Interim Certification Teacher Evaluation Fillable Form](#)

[Permanent Certification Teacher Evaluation Fillable Form](#)

Documents for Continuous Contract Teacher Evaluation

[TQS Rubric](#) – for purposes of self-reflection and guidance in evaluation

[Sample Notice of Evaluation for Teachers with a Continuous Contract](#)

[Sample Evaluation Plan](#) for Teachers with a Continuous Contract

[Sample Notice of Remediation](#) for Teachers with a Continuous Contract

[Sample Remediation Plan](#) for Teachers with a Continuous Contract

Documents for Administrator Evaluation

[Administrator Background Information](#) – provided by administrator to their supervisor

[Sample Notice of Evaluation](#)

[Principal Evaluation Fillable Form](#)

[Principal Evaluation Rubric](#)

[Vice-Principal Evaluation Fillable Form](#)

[Vice-Principal Evaluation Rubric](#)