



Teacher Professional Growth Plan

Administrative Regulation 207.2

1. All teachers, full-time or part-time, shall assume responsibility for completing a teacher professional growth plan during each school year.
2. All teachers shall develop plans that foster self-assessment, improvement of practice, and professional growth and /or improved practice. Plans should be meaningful and relevant to current or anticipated future positions or assignments. The plan must
 - a. reflect goals and objectives based on the staff member's self-assessment of professional learning needs;
 - b. include strategies for achieving those goals and objectives;
 - c. have a demonstrable relationship to the district's *Standards of Teaching Practice* and to *The Alberta Education Policy 4.2.1 (Ministerial Order #016/97)*;
 - d. reflect the goals and priorities within the plans for continuous growth for the school, the district, and Alberta Education; and
 - e. include an estimated completion time.
3. An annual teacher professional growth plan may
 - a. be a component of a long-term multi-year plan.
 - b. consist of a planned program of supervising a student teacher or mentoring a colleague.
 - c. be conducted in a collaborative setting where more than one teacher engages in the collective plan but each individual teacher writes a teacher professional growth plan.
 - d. take different forms as agreed upon by the teacher and the principal.
4. All teachers must submit their annual teacher professional growth plan in writing for review or approval by October 15 to the principal or a group of staff delegated by the principal. The principal in consultation with staff shall determine the membership of such a group.
5. All teachers shall provide the principal or representative group of staff with a written and/or verbal culminating report on or before June 15. The report shall include specific indicators that support the degree of completion. The report shall also provide reflections on how
 - a. the teacher's professional practice has improved, and
 - b. student learning has been improved.
6. The principal or representative group delegated by the principal shall in consultation with the teacher determine by June 30 whether the teacher has fulfilled an annual teacher professional growth plan that complies with *Alberta Education Policies* and the district's *Administrative Policies and Regulations*.
7. If it is determined that a teacher has not completed an annual teacher professional growth plan as required, the teacher may be subject to disciplinary action.


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8. Unless the teacher agrees, the content of the annual teacher professional growth plan must not be part of the evaluation process of a teacher. Despite this, a principal may identify behaviors or practices that may require an evaluation provided that the information identified is based on a source other than the information in the annual teacher professional growth plan of the teacher.
9. The principal will keep a copy of the teacher's current annual professional growth plan and supporting documentation in the school. One year following completion, all plans and documentation shall then be returned to the teacher.

Reference: Board Governance Policy EL#6(5) School Act Sections 20(i),39(3.a),39(3.b), 94(1),105,106,107,109,132 Alberta Education Policy 2.1.5, 4.2.1 Practice Review of Teachers Regulation A.R. 4/99	Approved: 
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