

Phase 2 Process




EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 207.6

When a principal has determined, as a result of an evaluation, that a teacher's performance does not meet one or more of the Standards of Teaching Practice, the principal shall initiate the Phase 2 process. This will be done in writing and presented to the teacher in person or forwarded by registered mail.

1. The letter initiating the Phase 2 Process will address the following areas:
 - Officially inform the teacher that job performance does not meet the Standards of Teaching Practice and that Phase 2 Process has been initiated.
 - Inform the teacher of professional responsibility to seek improvement.
 - Identify area(s) of the teacher's performance that require improvement.
 - Identify resources available to assist the teacher in improving (including 10 days with a substitute teacher provided.)
 - Provide a reasonable time limit for achieving an overall satisfactory level of performance.
 - Remind of the availability of the Alberta Teachers' Association to clarify the teacher's legal rights and their professional responsibilities.
 - Inform the teacher that the principal will be the primary evaluator.
 - Inform the teacher that the principal will conduct a minimum of six classroom observations within the time limit specified.
 - Notify the teacher of the possible outcomes of the Phase 2 process. It will be one of the following:
 - The teacher's job performance will now meet the Standards of Teaching Practice and Phase 2 Process will be ended.
 - More time than was originally allowed will be required to allow the teacher to meet the Standards and that time limit is now determined.
 - A recommendation for termination of contract will be made to the Superintendent.
2. A copy of the letter initiating the Phase 2 Process shall be provided to the Assistant Superintendent of Human Resource Services for placement in the teacher's human resource record.
3. At the conclusion of the Phase 2 Process, the teacher will be notified in writing of the outcome. A copy of the letter concluding the Phase 2 Process shall be provided to the Assistant Superintendent of Human Resource Services for placement in the teacher's human resource record.
4. A teacher may appeal the procedure followed in the Phase 2 Process under Administrative Regulation 207.7

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: 
	Date Approved: April 3, 2000
Cross-reference: AP 200, 201, 204	Date(s) Revised: November 15, 2001, June 12, 2002 November 15, 2002; March 15, 2005; January 4, 2010