
HORIZON SCHOOL DIVISION NO. 67**POLICY HANDBOOK**

Policy Code:	GCMA
Policy Title:	Staff Supervision
Cross Reference:	GCM, GCN, GCAD
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION NO. 67 BELIEVES THAT SUPERVISION SHALL BE CONDUCTED ON AN ONGONG BASIS FOR ALL INDIVIDUALS EMPLOYED BY THE SCHOOL BOARD TO ENSURE THAT THEIR ACTIONS, JUDGMENTS, AND DECISIONS ARE IN THE BEST EDUCATIONAL INTERESTS OF STUDENTS, SUPPORT OPTIMUM LEARNING AND THAT DUTIES ARE CARRIED OUT IN RESPECT TO REQUIREMENTS UNDER THE SCHOOL ACT, PROVINCIAL LEGISLATION, REGULATIONS, POLICY, COLLECTIVE AGREEMENTS, CONTRACTS, AND JOB DESCRIPTIONS.

DEFINITION

School Support Staff includes all staff covered by the C.U.P.E. Agreement and non-union staff to whom the school division applies the C.U.P.E. Agreement

Non-school support staff includes the following:

- Maintenance Staff
- Caretaking Staff
- Those excluded Employees with managerial functions or confidential capacity in matters relating to labour relations, in accordance with the provisions of the Alberta Labour Relations Code
- Human Resources Coordinator, Payroll/Personnel Coordinator, Secretary Receptionists (Division Office), Transportation Coordinator, Communications & Information Coordinator, Accounts Payable Coordinator, Computer Technicians, FNMI Liaison Counsellor, Family School Liaison Counsellors, Career Counsellors, and the Child Youth Care Workers

REGULATIONS

1. The superintendent, principal, supervisor, or designate shall develop and use an active school, classroom, and worksite visitation program, providing support, guidance, and encouragement to all individuals employed by the school board.
2. The superintendent, principal, supervisor, or designate may observe and receive information from any source about the behavior or practice of an individual employed by the board.
3. Supervision should be viewed as developmental, and employees should be willing to receive collegial advice and assistance to refine behavior and practice, identify areas of strength and areas needing improvement, and partake in opportunities for further growth in recommended areas.
4. Behaviors or practice concerns identified during the supervision process may be used to support reasons for initiating an evaluation, disciplinary action, or commencement of termination.

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5. Unless a teacher agrees, the content of a supervision report must not be part of the summative evaluation process.
6. Principal supervision by the superintendent or designate is to ensure that a principal’s behavior and practice meets
 - 6.1. the requirements of the “Principal Quality Practice Guidelines”,
 - 6.2. the requirements set forth in the School Act, provincial regulations, legislation, policy, and Guide to Education
 - 6.3. the requirements set forth in the A.T.A. Collective Agreement
 - 6.4. the declaration of Rights and Responsibilities for Teachers which constitutes part of the Constitution of The Alberta Teachers' Association
 - 6.5. the Alberta Teachers’ Association Code of Professional Conduct
 - 6.6. the requirements set forth in jurisdiction policy including the “Teaching Quality Standard” as delineated in the “Criteria for the Evaluation of Teaching Performance – Horizon School Division No. 67” within Policy GCN – Summative Evaluation of Professional Staff, and
 - 6.7. the courses of study and educational programs prescribed, approved, or authorized pursuant to the School Act.
7. Teacher Supervision by the principal or designate is to ensure that a teacher’s behavior and practice meets
 - 7.1. the requirements set forth in the School Act, provincial regulations, legislation, policy, and Guide to Education
 - 7.2. the requirements set forth in the A.T.A. Collective Agreement
 - 7.3. the declaration of Rights and Responsibilities for Teachers which constitutes part of the Constitution of The Alberta Teachers' Association
 - 7.4. the Alberta Teachers’ Association Code of Professional Conduct
 - 7.5. the requirements set forth in jurisdiction policy including the “Teaching Quality Standard” as delineated in the “Criteria for the Evaluation of Teaching Performance – Horizon School Division No. 67” within Policy GCN – Summative Evaluation of Professional Staff, and
 - 7.6. the courses of study and educational programs prescribed, approved, or authorized pursuant to the School Act.
8. School support staff supervision by the superintendent, principal, supervisor, or designate is to ensure that support staffs’ behavior and practice meets
 - 8.1. the requirements set forth in the C.U.P.E. Collective Agreement, and
 - 8.2. the requirements set forth in jurisdiction policy including the “Criteria for the Evaluation of an Assistant’s Performance” within Policy GDN – Summative Evaluation of School Support Staff Member.
9. Non-school support staff supervision by the superintendent, principal, supervisor, or designate is to ensure that non-school support staffs’ behavior and practice meets

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- 9.1. the requirements set forth in employment contracts, job descriptions, and employee handbooks
 - 9.2. the requirements set forth in jurisdiction policy, and
 - 9.3. provincial and federal legislation and regulations
10. When, through supervision, a superintendent, principal, supervisor, or designate believes that an employee's behavior or practice may not meet the requirements or expectations of the jurisdiction," the superintendent, principal, supervisor, or designate may:
- 10.1. Attempt to resolve areas of concern,
 - 10.2. Take disciplinary or other action, as appropriate, where the superintendent, principal, supervisor, or designate has reasonable grounds for believing that the actions or practices of an employee endanger the safety of students, co-workers, constitutes a neglect of duty, a breach of trust, or a refusal to obey a lawful order of the school authority.
 - 10.3. Take action or exercise any right or power under the School Act, provincial legislation and regulations, collective agreements, and employment contracts or
 - 10.4. Initiate a summative evaluation in accordance with Policy, Regulations and Procedures.