

Saskatchewan Rivers School Division No. 119 Policy Manual

Policy Name:	Supporting Professional Practice (Teachers, in-school administrators, consultants)
Policy Type:	Employees
Number:	3110
Date Approved:	November 28, 2005
Legal Reference:	<i>The Education Act, 1995: Section 175</i>

The Board of Education believes:

1. Teachers, consultants, and administrators are providing quality service to students and want to continue to improve skills and understandings to attain the highest level of competence.
2. Learning is a continuous process all educators need to pursue.
3. Professional growth is an individual's professional responsibility that is enhanced when supported by colleagues.
4. Professional growth is most significant when fostered in a trusting environment.
5. Classroom, school and/or workplace observations are an essential element of the support of professional practice.
6. The Director of Education and Superintendents are responsible for facilitating and supporting the professional practice of principals, vice-principals and consultants.
7. Principals and vice-principals, in turn, are responsible for providing the same to teachers.

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ADMINISTRATIVE PROCEDURES

The Board recognizes that all educators are at different stages of professional growth and will benefit themselves and students by a professional growth plan as outlined below:

Professional Growth Plan:

1. The purpose of a professional growth plan is to:
 - focus thinking
 - develop a basis for professional activities
 - measure personal progress
 - foster reflective practice

2. Growth plans will include goals, indicators of success, and strategies for achieving the goals.

3. Among other strategies, educators may choose from the following to pursue achievement of their professional growth:
 - peer coaching
 - mentoring
 - administrative coaching
 - professional portfolio development
 - professional reading
 - conferences
 - university classes

4. An educator will have the opportunity for at least one classroom or work site visit per year by his/her supervisor. The visit will focus on one or more aspects of the professional growth plan.

5. Professional growth plans will be developed on an annual basis with a copy given to one's supervisor by October 15. Supervisors will meet with their staff to review the growth plan before the end of November and near the end of the academic year, with at least one other contact in between.

6. Superintendents, principals, and vice-principals will maintain records of visits. Any data collected will be given to the teacher, principal, vice-principal or consultant. No information from this process will be placed in the personnel file at the Education Centre.

Novice Situations

Teachers, principals, vice-principals and consultants new to the position will benefit from additional support. To accommodate this support, the following procedures will occur at the first meeting of the year:

1. The supervisor will give a copy of the Supporting Professional Practice Policy to the educator.
2. An invitation to attend the orientation session held at the Education Centre for all new employees will be extended.
3. Provision for a buddy/mentor system will be offered to the educator.
4. Educators new to the profession will receive a copy of the Saskatchewan Teachers' Federation's (STF) *A Handbook for Beginning Teachers* and information on the STF Beginning Teacher Conference.