



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: PROFESSIONAL GROWTH
CODE: 4047 Teacher Professional Growth Plan

Reference Matrix	
Education Act (1995)	Section 109, 175
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual, Teacher Supervisory Growth Process Handbook
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	October 12, 2016

Background:

The Board of Education believes that Professional Growth is nurtured in a positive and supportive environment. Teachers model lifelong learning as independent learners.

Procedures:

1. Teacher Professional Growth Plan priorities are developed annually by the Director of Education or designate.
2. Every teacher in the Holy Family RCSSD No. 140 shall complete a Professional Growth Plan. The Professional Growth Plan can be found within the [Teacher Supervisory Growth Process Handbook](#).
3. The Professional Growth Plan will be reviewed with the principal:
 - 3.1. First Meeting: Completed by end of October
 - 3.1.1. Review Professional Growth Plan
 - 3.1.2. Plan for Interim Review
 - 3.2. Second Meeting: Completed by end of February

3.2.1. Complete Interim Review

3.2.2. Plan for Final Review

3.3. Final Meeting: Completed by end of May

3.3.1. Complete Final Review

3.4. Teachers are encouraged to develop a portfolio to gather and organize information reflecting achievement of Professional Growth Plan goals.

3.5. Copies of the completed Professional Growth Plan will be retained by the teacher and the School Administrator or designator.