

Professional Standards

Superintendent Quick Reference



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Education



Welcome Superintendents!

We are very pleased to have collaborated with Superintendents to create this quick reference material which relates to your work and ours.

We invite you to inquire about further information from the appropriate senior manager whose contact information can be found in the footer of each section.

Subsequent revisions to this document will be done online, allowing downloading of new or revised sections in the future.

We, at the Professional Standards Branch, sincerely appreciate your assistance in this very important work.

Yours truly,

A handwritten signature in black ink, appearing to read 'MP', with a horizontal line extending to the right.

Marc Prefontaine
Director/Registrar
Professional Standards Branch

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Ministerial Approval of Superintendent Appointment/Reappointment

To view the Superintendent of Schools Regulation: http://www.qp.alberta.ca/Laws_Online.cfm

The regulatory directives covering the approval of the appointment and reappointment of a superintendent are:

1. *School Act* sections 113 (Superintendent of Schools) and 114 (Term of appointment), which deal with general matters such as:
 - length of term of appointments and reappointments
 - requirement for Ministerial approval of appointments and reappointments; (a reappointment must be requested not less than 6 months before the current contract ends)
 - definition of a superintendent as the chief executive officer of the board and the chief education officer of the district or division
 - duties of the superintendent
 - reporting to the Minister.
2. *Superintendent of Schools Regulation* (see Attachment 1) which deals with three matters:
 - **Qualifications:**
 - a Bachelor of Education degree or equivalent from a university in Alberta or from a university of equivalent standard
 - a Master's degree from a university in Alberta or from a university of equivalent standard
 - an Alberta teaching certificate
 - 3 years of experience in a school system in Alberta or in a school system of equivalent standard.
 - **Minister's approval:**
 - The Minister may refuse to approve an appointment or reappointment if the provisions of the contract of employment, including provisions for termination, are not acceptable to the Minister.
 - **Severance allowance:**
 - The severance allowance is not to exceed one year's salary.
3. Form 4 *Notice of Intent to Appoint the Superintendent* (see Attachment 2).
4. Form 5 *Notice of Intent to Reappoint the Superintendent* (see Attachment 3).

These forms are submitted to the Minister when requesting an appointment (Form 4) or reappointment (Form 5).

 - Boards must attest to a number of items when appointing a superintendent including:
 - that the position of superintendent was advertised in a major newspaper or provide rationale if this was not done
 - the candidate provided the board with a Criminal Record Information Disclosure and a Child Welfare Record Check
 - the term of the contract does not exceed the maximum 5 years
 - the severance allowance will not exceed one year's remuneration
 - the contract between the superintendent and board provides reasonable annual remuneration, benefits and other compensation
 - the contract includes evaluation criteria of the superintendent's performance.

Ministerial Approval Process of the Appointment of a Superintendent

- Contact the Professional Standards Branch Manager responsible for the preparation of Ministerial approval of the appointment of a superintendent for information and advice regarding the process.

Submission of jurisdiction’s request:

- The jurisdiction provides the Registrar with documentation requesting Ministerial approval of the appointment of a superintendent, including:
 - a letter from the board chair to the Minister via the Registrar requesting Ministerial approval of the appointment; (the letter from the board chair **should be addressed to the Minister** but the letter and supporting documents **should be sent to the Registrar** to assist in a timely approval process)
 - a dated copy of the board motion appointing the candidate
 - Form 4 *Notice of Intent to Appoint the Superintendent*. Form 4 requires a Criminal Record Information Disclosure and a Child Welfare Record Check for candidates. If the candidate is appointed internally this is not required and a notation to that effect in the space provided will be sufficient. If an external candidate is having difficulty acquiring the disclosures, contact the Professional Standards Branch Manager to ask for assistance.
- The Minister reviews the documents presented and normally approves the appointment. The Minister sends a letter to the Board chair approving the appointment or reappointment.
- In order to give the Board time to make whatever announcements it may wish to make regarding the appointment, Professional Standards Branch waits 10 working days after notification of the Minister’s approval before posting the documents on Alberta Education’s internal correspondence tracking system.
- **Time frame:** Approvals normally can be processed by Professional Standards Branch within a few days and, if contacted, for urgent situations the process may be expedited.

Checklist for a Board’s Request for Ministerial Approval of the <u>Appointment</u> of a Superintendent of Schools	
Form 4 <i>Notice of Intent to Appoint the Superintendent</i> has been properly filled out and signed by the Board Chair	
The letter to the Minister includes or has attached a dated copy of the motion appointing the candidate	
The Board Chair is familiar with the provisions of the <i>Superintendent of Schools Regulation</i> and attests that the candidate meets all the requirements as stated in the <i>Regulation</i>	
The position of Superintendent was advertised in a major newspaper or rationale provided if this was not done	
The external candidate provided the board with a Criminal Record Information Disclosure and a Child Welfare Record Check	
The term of the contract does not exceed the maximum 5 years	
The severance allowance will not exceed one year’s remuneration	
The mailing address for the letter to the Minister and the other supporting documents is: Registrar; Professional Standards Branch; 2 nd Floor Capital Blvd.; 10044–108 Street, NW Edmonton, AB T5J 5E6	

Ministerial Approval Process of the Reappointment of a Superintendent

The process of the approval of the reappointment of a Superintendent is the same as for the approval of an appointment. The major differences to note are:

- that board shall give notice, in writing, to the Minister and to the superintendent not less than six months before the existing Contract of Employment with the superintendent ends (pursuant to section 114(2) of the *School Act*), of its intent to reappoint the superintendent, subject to the prior approval of the Minister (Note: Although there is no statutory restriction as to how early in a term a board may seek approval for a reappointment, Ministers have been reluctant to approve reappointments that are more than one year prior to the expiry of the current term).
- the use of Form 5 *Notice of Intent to Reappoint the Superintendent*, which requires:
 - a summary statement of the evaluation of the superintendent
 - attestation that the board is satisfied that the superintendent has carried out the duties required under section 113 of the *School Act*, as reflected by the school board’s *Annual Education Results Report* submitted to the Minister by the jurisdiction during the term of the superintendent’s employment
 - highlights or shortcomings of the superintendent’s performance.

Checklist for a Board’s Request for Ministerial Approval of the <u>Reappointment</u> of a Superintendent of Schools	
Form 5 <i>Notice of Intent to Reappoint the Superintendent</i> has been properly filled out and signed by the Board Chair	
The letter to the Minister includes or has attached a dated copy of the motion reappointing the candidate	
The Board Chair is familiar with the provisions of the <i>Superintendent of Schools Regulation</i> and attests that the candidate meets all the requirements as stated in the <i>Regulation</i>	
The reappointment request is not less than 6 months and not more than 12 months prior to the expiry of the superintendent’s current term	
A summary statement of the most recent evaluation of the superintendent has been provided	
The board is satisfied that the superintendent has carried out the duties required under section 113 of the <i>School Act</i> as reflected by the school board’s <i>Annual Education Results Report</i>	
The term of the contract does not exceed the maximum 5 years	
The severance allowance will not exceed one year’s remuneration	
The mailing address for the letter to the Minister and the other supporting documents is: Registrar; Professional Standards Branch, 2 nd Floor Capital Blvd.; 10044–108 Street, NW, Edmonton, AB T5J 5E6	

Note: An individual may be appointed acting superintendent for up to one year and this individual appointed as acting superintendent must meet the same requirements as a superintendent.

Superintendent of Schools Regulation

Alberta Regulation 178/2009 (Consolidated up to 138/2009)

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- 1 Definitions
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Definitions

- 1 In this Regulation,
 - (a) "Act" means the School Act;
 - (b) "equivalent standard" means an equivalent standard of education or experience as determined by the Minister;
 - (c) "superintendent" means a superintendent of schools appointed in accordance with the Act and includes an individual appointed to act in the office of superintendent.

AR 178/2003 s.1; 138/2009

Qualifications

- 2 (1) No individual may be appointed as a superintendent unless the individual has
 - (a) a Bachelor of Education degree or equivalent from a university in Alberta or from a university of equivalent standard,
 - (b) a Master's degree from a university in Alberta or from a university of equivalent standard,
 - (c) a certificate of qualification as a teacher issued under the Act or an equivalent certificate issued by another province or a territory, and
 - (d) 3 years' experience in a school system in Alberta or in a school system of equivalent standard which is acceptable to the board that appoints the superintendent.
- (2) Notwithstanding subsection (1), a person who is a secretary, a treasurer, or a secretary-treasurer appointed under section 116 of the Act may not hold the position of superintendent.
- (3) The term for which an individual is appointed to act in the office of superintendent must not exceed one year, but the individual may be reappointed with the prior approval in writing of the Minister.

AR 178/2003 s 2; 138/2009

Minister's approval

3 The Minister may refuse to approve an appointment or reappointment of a superintendent if the provisions of the employment contract relating to that position, including any provision governing termination of the contract, are not acceptable to the Minister.

Severance allowance

4 (1) Where

- (a) an individual ceases to be a superintendent by reason of resignation or termination or non-renewal of the individual's appointment or employment contract, and
- (b) the board pays a severance allowance to that individual, the severance allowance shall not exceed one year's salary.

(2) For the purpose of subsection (1), "severance allowance" does not include vacation pay or a reasonable relocation allowance.

AR 178/2003 s4; 138/2009

Expiry

5 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on May 31, 2014.

AR 178/2003 s 5; 90/2005; 88/2007; 138/2009

Form can be found at: www.education.alberta.ca/departement/policy/forms.aspx

CONFIDENTIAL

NOTICE OF INTENT TO APPOINT THE SUPERINTENDENT OF SCHOOLS

*School Act, Sections 113 and 114
Superintendent of Schools Regulation A.R. 178/2003 AS AMENDED*

Please complete this form and provide it to the Registrar along with a letter from the chair of the board and a dated copy of the board resolution. This resolution must be worded appropriately to protect the identity of the candidate when requesting initial approval by the Minister for appointment of the Superintendent of Schools.

Jurisdiction name: _____

Name of the candidate for Superintendent of Schools: _____

Alberta Teaching Certificate Number: _____

Term of the appointment, from _____ to _____
month/day/year month/day/year

Superintendent of Schools' e-mail address upon appointment: _____

Superintendent of Schools' home phone and cell phone numbers upon appointment:
home: _____ cell: _____

Section 1: Superintendent of Schools' Qualifications

The qualifications of the candidate for Superintendent of Schools meet the requirements of the *Superintendent of Schools Regulation*. Yes No

Section 2: Selection Process

Please indicate if the position of Superintendent of Schools was advertised in a major newspaper: Yes No

If the position was not advertised, please provide a rationale.

Has the candidate provided the board with a Criminal Record Information Disclosure and a Child Welfare Record Check? Yes No

If no, please provide a rationale.

Please provide a brief rationale for the board's choice of candidate and include a listing of selection criteria applied.

(Use an addendum page if necessary)

Pursuant to Section 77 of the *School Act*, the Minister may publish information the Minister has requested in writing.

Please complete and return this form to:

**The Registrar, Teacher Development and Certification
Alberta Education, 10044-108 Street, NW, Edmonton, Alberta, T5J 5E6**

Form 4

Section 3: Contract of Employment

The Contract of Employment (Contract) is consistent with Sections 3 and 4 of the *Superintendent of Schools Regulation*.

The Contract between the candidate for Superintendent of Schools and the board complies with the *School Act*, and with the *Superintendent of Schools Regulation*. This includes the following:

- the term of the Contract does not exceed the maximum 5 years;
- provisions for renewal of the Contract, if any, comply with Section 114 of the *School Act*; and
- the severance allowance is consistent with Section 4 of the *Superintendent of Schools Regulation*.

The Contract between the candidate for Superintendent of Schools and the board provides reasonable annual remunerations, benefits and other compensation (if any) provisions, in the amount of:

- \$ _____ one year's salary (basic annual salary rate);
- \$ _____ annual benefits;
- \$ _____ allowances;
- \$ _____ expenses;
- \$ _____ performance bonuses; and
- \$ _____ other monetary incentives

in accordance with Section 148(b) of the *School Act*.

The Contract is in compliance with Section 4 of the *Superintendent of Schools Regulation*. The amount of \$ _____ is the estimated cost of the severance allowance, if any.

The Contract includes:

- performance evaluation criteria and processes; and
- at minimum, provision for regular, written evaluation of the Superintendent of Schools' performance.

I certify that:

- a) **in the opinion of the board, the remuneration, benefits and non-monetary compensations, severance allowance, if any, provided for in the Contract of Employment are reasonable and in keeping with public expectations that the board act in a financially responsible manner; and**
- b) **to the best of my knowledge, the information in this form is accurate and the stated conditions have been met.**

Chair of the Board

Date

Form can be found at: www.education.alberta.ca/department/policy/forms.aspx



Form 5

CONFIDENTIAL

NOTICE OF INTENT TO REAPPOINT THE SUPERINTENDENT OF SCHOOLS
School Act, Section 114,
Superintendent of Schools Regulation A.R. 178/2003 AS AMENDED

Not less than 6 months before the existing Contract of Employment ends, the chair of the school board must complete this form and provide it to the Registrar along with a letter from the chairman and a dated copy of the board resolution, requesting the Minister's approval of reappointment of the Superintendent of Schools. Refer to the accompanying "Guidelines for the Reappointment of the Superintendent of Schools" when completing this form which is to be returned to the Registrar.

Jurisdiction name: _____

Name of the Superintendent of Schools to be reappointed: _____

Term of the appointment, from _____ to _____
 month/day/year month/day/year

The Superintendent of Schools' e-mail address upon reappointment: _____

Superintendent of Schools' home phone and cell phone numbers upon appointment:

home: _____ cell: _____

Section 1

The Contract of Employment (Contract) between the Superintendent of Schools and the board complies with the *School Act*, and the *Superintendent of Schools Regulation*, which includes:

- the maximum term of the Contract is 5 years; and
- the provisions for renewal of the Contract, if any, comply with Section 114 of the *School Act*, and the *Superintendent of Schools Regulation*.

Section 2, Part A

The board has conducted regular, written evaluations of the Superintendent of Schools. The board is satisfied that the Superintendent of Schools' performance has fulfilled and continues to fulfil the board's requirements. Please provide summary statements in support of the board's evaluation of the Superintendent of Schools.

(Use an addendum page if necessary)

Pursuant to Section 77 of the *School Act*, the Minister may publish information the Minister has requested in writing.
 Please complete and return this form to:
The Registrar, Teacher Development and Certification
Alberta Education, 10044-108 Street, NW, Edmonton, Alberta, T5J 5E6

Ministerial Approval of Superintendent Appointment/Reappointments

Form 5

Section 2, Part B

As reflected by the school board's *Annual Education Results Report* submitted to the Minister by the jurisdiction during the term of the Superintendent of Schools' employment, the board is satisfied that the Superintendent of Schools has carried out the duties required under Section 113 of the *School Act*.

In addition, please indicate highlights or shortcomings of the Superintendent of Schools' performance.

(Use an addendum page if necessary)

Section 3

Under Section 3 of the *Superintendent of Schools Regulation*, the Minister's approval of the reappointment is required.

The Contract of Employment includes:

- performance evaluation criteria and processes;
- at minimum, provision for the regular, written evaluation of the Superintendent of Schools' performance; and
- reasonable annual remunerations, benefits and all other compensation (if any) provisions, in the amount of:
 - \$ _____ one year's salary (basic annual salary rate);
 - \$ _____ annual benefits;
 - \$ _____ allowances;
 - \$ _____ expenses;
 - \$ _____ performance bonuses; and
 - \$ _____ other monetary incentives

in accordance with Section 148(b) of the *School Act*.

The Contract is in compliance with Section 4 of the *Superintendent of Schools Regulation*. The amount of \$ _____ is the estimated cost of the severance allowance, if any.

I certify that:

- a) **in the opinion of the board, the remuneration, benefits and non-monetary compensations, severance allowance, if any, provided for in the Contract of Employment are reasonable and in keeping with public expectations that the board acted in a financially responsible manner; and**
- b) **to the best of my knowledge, the information in this form is accurate and the stated conditions have been met.**

Chair of the Board

Date

Form 5

Guidelines for the Reappointment of the Superintendent of Schools

Not less than 6 months before the existing Contract of Employment with the Superintendent of Schools ends, a board shall give notice in writing to the Minister and to the Superintendent of Schools, of its intent to reappoint the Superintendent of Schools, subject to the prior approval of the Minister.

The chair of the board shall write to the Minister requesting prior written approval to reappoint. The letter shall be supported by:

- a copy of the board resolution requesting the Minister's prior written approval; and
- a completed "Notice of Intent to Reappoint the Superintendent of Schools", Form 5.

Unless the Minister informs the board or Superintendent of Schools otherwise, the school board's *Annual Education Results Report* shall serve as the report required of the Superintendent of Schools under Section 113(6) of the *School Act* (unless the Superintendent of Schools notifies the Minister in writing that the school board's *Annual Education Results Report* does not reflect the Superintendent of Schools' performance of duties and provides a separate report).

Prior approval of the Minister to reappoint the Superintendent of Schools is contingent on demonstrated satisfactory discharge of responsibilities as reflected in annual reports and as attested to by the board. (Please see Section 2, Part B of this form.)

Notwithstanding the attestation of the chair of the board, the Minister may review the school board's *Annual Education Results Report* and request further information or clarification from the board or Superintendent of Schools prior to considering the approval of reappointment of the Superintendent of Schools.

The Minister will respond in writing to a request for reappointment within one month of receipt of the request by the Registrar.

In the event a board wishes to reappoint the Superintendent of Schools, but the Minister is not prepared to approve the reappointment, the board or Superintendent of Schools may write the Minister to request a review of the relevant documentation, or to request a meeting in person with the Minister. The Minister will inform the board and Superintendent of Schools in writing of the Minister's decision. The Minister's decision is final.

The Minister's decision not to approve the reappointment of the Superintendent of Schools requires that the board commence the process to recruit a new Superintendent of Schools.

Duty to Report (*School Act*, s. 109.1)

To view the School Act: http://www.qp.alberta.ca/Laws_Online.cfm

- A Superintendent of a school board or the operator of a private school or charter school shall report in writing to the Registrar about the suspension, termination, resignation or retirement from employment of a teacher if the suspension, termination, resignation or retirement results from conduct that brings into question the suitability of the teacher to hold a teaching certificate. (Sample Report)
 - A copy of the 109.1 report is placed on the teacher’s file, both paper and electronic.
 - The teacher’s file is placed on caution status.
 - The Registrar acknowledges receipt of the 109.1 report. (Sample Letter)

- If a report made under section 109.1(1) is in respect of a teacher employed by a school board, the board shall make a complaint about the teacher’s conduct pursuant to section 24 of the *Teaching Profession Act*.
 - A complaint under the *Teaching Profession Act* goes to the Executive Secretary of the Alberta Teachers’ Association.
 - The Registrar is advised of the outcome of complaints under the *Teaching Profession Act* by the Executive Secretary of the Alberta Teachers’ Association and ensures that teacher files are updated accordingly.

- If a report made under section 109.1(1) is in respect of a teacher employed by the operator of a private school or charter school, the operator shall make a complaint about the teacher’s conduct pursuant to section 9 of the *Practice Review of Teachers Regulation*.
 - A complaint under the *Practice Review of Teachers Regulation* goes to the Registrar, Alberta Education.

- For further information contact Professional Standards Branch, Alberta Education, at 780-427-2045, toll free by dialing 310-0000.

Sample Letters to Registrar re 109.1 Report:**Public and Separate School Boards**

As required by section 109.1(1) of the *School Act*, I am writing to inform you of the (suspension, termination, resignation or retirement) of (name of teacher).

(Provide information about the alleged unprofessional conduct that triggers the report. The information may be from a local investigation and/or charges laid against the teacher. For example: It is our information that (name of teacher) engaged in an inappropriate relationship of a sexual nature with a student.

I have also made a complaint about the teacher's conduct to the Alberta Teachers' Association in accordance with section 24 of the *Teaching Profession Act*.

If you require further information, please contact me at:

Private and Charter Schools

As required by section 109.1(1) of the *School Act*, I am writing to inform you of the (suspension, termination, resignation or retirement) of (name of teacher).

(Provide information about the alleged unprofessional conduct that triggers the report. The information may be from a local investigation and/or charges laid against the teacher. For example: It is our information that (name of teacher) engaged in an inappropriate relationship of a sexual nature with a student.

I have also made a complaint about the teacher's conduct to the Registrar in accordance with section 9 of the *Practice Review of Teachers Regulation*.

If you require further information, please contact me at:

Sample Letters from Registrar acknowledging a 109.1 Report:**Public and Separate School Boards**

This letter serves as acknowledgment of your letter of (date) reporting the (suspension, termination, resignation or retirement) of (teacher's name) in accordance with section 109.1(1) of the *School Act*.

Your report has been placed on (teacher's name) file. I will await information from the Alberta Teachers' Association about the outcome of the complaint you filed under the *Teaching Profession Act* with respect to (teacher's name).

Thank you for your report in this matter.

cc Executive Secretary
Alberta Teachers' Association

Private and Charter Schools

This letter serves as acknowledgment of your letter of (date) reporting the (suspension, termination, resignation or retirement) of (teacher's name) in accordance with section 109.1(1) of the *School Act*. Your report has been placed on (teacher's name) file.

This letter also acknowledges your complaint about the alleged unprofessional conduct of (teacher's name) in accordance with section 9 of the *Practice Review of Teachers Regulation*. Further correspondence with respect to the complaint will be forthcoming.

Thank you for your report in this matter.

Board of Reference (*School Act*, s. 131)

To view the School Act: http://www.qp.alberta.ca/Laws_Online.cfm

- The Superintendent does not have a direct role in the Board of Reference.
- The Board of Reference is a dispute resolution process that was established in 1927 to resolve employment issues between teachers and school boards.
- The Board of Reference is an appeal mechanism for addressing disagreements arising between a board and a teacher with respect to:
 - termination of contract of employment
 - termination of designation
 - suspension of a teacher.
- The Board of Reference is administered at arm's length by the Minister of Education in accordance with sections 131–143 of the *School Act*.
 - Notices of Appeal to the Board of Reference are sent to the Minister by the board or teacher appealing the matter.
 - The Minister refers the appeal to a Board of Reference.
- Members of the Board of Reference are appointed by the Lieutenant Governor in Council. Individual members of the Board of Reference are named on a rotating basis to hear appeals.
- The parties to an appeal to the Board of Reference contribute equally to the payment of costs and expenses relating to the appeal, unless the Board of Reference orders otherwise as per section 140(1) of the *School Act*.

Suspension of Teachers from Employment (*School Act*, s. 105)

To view the School Act: http://www.qp.alberta.ca/Laws_Online.cfm

- A board may suspend a teacher from the performance of the teacher's duties when a board has reasonable grounds for believing that a teacher has been guilty of gross misconduct, neglecting the teacher's duty or refusing or neglecting to obey a lawful order of the board.

Sample Letter:

As required by section 105.1 of the *School Act*, I am informing you of the suspension from employment of (teacher's name) effective (date).

Provide information about reasons that trigger the suspension. The information may be from a local investigation and/or information received from a third party. For example, I have information that (name of teacher) may have engaged in inappropriate touching of students. I am of the opinion that the welfare of the students is threatened by the presence of the teacher.

Attached please find a copy of the notice of suspension given to (teacher's name) that outlines the alleged facts.

If you require further information, please contact me at:

- A superintendent, if authorized in writing to do so by the board, may suspend a teacher from the performance of the teacher's duties without prior notice if the superintendent is of the opinion that the welfare of the students is threatened by the presence of the teacher.

Sample Letter:

As required by section 105.2 of the *School Act*, I am informing you of the suspension from employment of (teacher's name) effective (date).

Provide information about reasons that trigger the suspension. The information may be from a local investigation and/or information received from a third party. For example, I have information that (name of teacher) may have engaged in inappropriate touching of students. I am of the opinion that the welfare of the students is threatened by the presence of the teacher.

Attached please find a copy of the notice of suspension given to (teacher's name) that outlines the alleged facts.

If you require further information, please contact me at:

- If a superintendent suspends a teacher, the superintendent must advise the board of the suspension.
 - If a superintendent suspends a teacher, the superintendent must advise the teacher forthwith in writing of the reasons for the suspension. This would be considered a notice of suspension.
- A suspension by a superintendent is deemed to be a suspension by the board.

4:1

Laurette Setterlund, Assistant Director/Assistant Registrar,
780-427-2045, toll-free by dialing 310-0000 or
laurette.setterlund@gov.ab.ca.

- A superintendent or the board must forward a copy of the notice of suspension to the Minister.
 - The Notice of Suspension must include the facts with respect to the suspension.
 - The Registrar acknowledges receipt of the notice of suspension on behalf of the Minister.

Sample Letter:

Honourable (Minister's name) has forwarded to me your letter regarding the suspension of (teacher's name) pursuant to section 105 of the *School Act*. I am pleased to respond.

Given the nature of the suspension, I draw your attention to sections 109.1(1) and 109.1(2) of the *School Act*, a copy of which is attached.

A copy of your letter and the accompanying notice of suspension have been placed on (teacher's name) file. Should the status of this suspension change, please notify me directly to ensure that (teacher's name) file is updated accordingly.

Thank you for your attention in reporting in this matter.

- The notice of suspension is placed on the teacher's file, both paper and electronic. The teacher's file is placed on caution status pending the outcome of the suspension.
- A board may reinstate (lift the suspension of) a teacher who is suspended notwithstanding an appeal of the suspension. On reinstatement the teacher shall return to the performance of the teacher's duties. A superintendent or the board must notify the Registrar in writing if a teacher is reinstated to ensure the teacher's file is updated accordingly.

Sample Letter:

Further to my report under section 105 of the *School Act* with respect to (teacher's name), I am writing to inform you that (teacher's name) has been reinstated to full-time teaching duties effective (date).

If you require further information, please contact me at ...

- If a notice of suspension leads to a termination or resignation of a teacher, the superintendent must make a report to the Registrar in accordance with section 109 of the *School Act*.

Teacher Authority Validation System

Background

Legislation requires school authorities (school jurisdictions, private schools, ECS operators, and charter school boards) to employ as teachers only those individuals who hold an Alberta teaching certificate. School authorities must ensure that each teacher in their employ currently holds valid authority to teach in the form of an *Interim Professional Certificate*, a *Permanent Professional Certificate*, or *Letter of Authority (including an Alberta Portability Credential or Temporary Letter of Authority)*.

Purpose

The Teacher Authority Validation (TAV) System was designed to provide a secure, quick and convenient way to verify that each new teacher employed or contracted by a board, a private school, ECS operator, or charter school holds a form of valid authority to teach in an Alberta school.

Procedure

School authority staff is granted access through completing and submitting the School Authority Application form to Professional Standards Branch, attention Registry Manager.

The Registry Manager authorizes access and notifies the Alberta Education Client Service Help Desk, who will contact the user with a username and password.

School authorities are required to notify the Registry Manager immediately if a staff member no longer requires access to the TAV system, so that access privileges may be revoked.

Resources

Attachment 1: School Authority Application form (for Extranet Access); see pages 5.2 and 5.3
Appendix: Teacher Registry – Teacher Authority Validation System User Manual (see Appendix A)

Extranet Application–TRS Authority

The Extranet is a secure, authenticated electronic information service providing confidential data to Alberta Education stakeholders for the purposes of carrying out their duties and responsibilities within the organization.

The personal information collected on this form is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, c. F-25) for the purposes of assigning Extranet User IDs and passwords and maintaining a comprehensive listing of authorized Extranet users for evaluation, monitoring and auditing purposes. Should you have any questions about the collection of this personal information, please contact the [Client Services Help Desk](#), 44 Capital Boulevard, 10044–108 Street NW, Edmonton, Alberta T5J 5E6, Telephone: 780–427–5318.

Please complete and print this form, then have it signed, and fax it to Professional Standards Branch at 780–422–4199.

Note: To obtain an Extranet User ID and Password, you must fill out this form completely and have it signed by your superintendent. More than one person may be designated to have an ID to access the Extranet. A separate form is required for each applicant. **Login IDs and password must not be shared.**

Authority Name <input type="text"/>	Code <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>
E-mail Address <input type="text"/>	Phone (include area code) <input type="text"/>
Position Description <input type="checkbox"/> Superintendent <input type="checkbox"/> Assistant Superintendent <input type="checkbox"/> Secretary-Treasurer <input type="checkbox"/> Administrative Support <input type="checkbox"/> President/Chairman of Private School/Authority <input type="checkbox"/> Administrative Support <input type="checkbox"/> ECS Private Operator <input type="text"/> <input type="checkbox"/> Other <input type="text"/> <i>Please specify</i>	<input type="checkbox"/> Teacher Authority Validation (TAV) System <input type="checkbox"/> TRS Non-batch Employment Submission <input type="checkbox"/> TRS View Last Non-batch Employment Submission <input type="checkbox"/> TRS Batch Submission <hr/> Signature of Applicant <hr/>

AUTHORIZATION

I authorize the individual identified above to access student information (or personal information of students or teachers) and to use it if it is necessary for the performance of individual's duties as an employee with the organization referred to above via the Alberta Education Extranet and its various applications. I understand that:

- Login ID and password **must** be kept confidential.
- Any use of student information obtained from this site will be subject to the provisions of the *School Act* and its regulations and the *Freedom of Information and Protection of Privacy Act*.
- Access to information and specifically personal information obtained from the Extranet is to be accessed and used in relation to the individual's performance of his or her duties and responsibilities within the organization.
- In the event that the applicant leaves his or her position, the undersigned must immediately inform the Client Services Help Desk, as soon as practicable, so that the necessary steps may be taken promptly to revoke the Login ID
- For security reasons, Login ID and password may be revoked at any time without notice.

Signature of Superintendent Phone Date

The Help Desk will contact you to issue your password. If you have any questions, please call the Client Services Help Desk at 780-427-5318, toll-free by dialing 310-0000.

Certificated Staff Employment Submissions

Background

Twice per year Alberta school authorities send the Alberta Teacher Registry a secure, electronic submission of all certificated staff employed by the school authority.

Purpose

The submitted data submitted serves six purposes. It:

1. is used by the Professional Standards Branch to provide information to school authorities for staff with expired or expiring teaching authority
2. is used by the Professional Standards Branch to ensure certificated staff currency of practice is updated, which is required for teachers to maintain certification
3. enables certificated staff to access online learning materials on the LearnAlberta.ca website such as multimedia resources and the Online Reference Centre
4. provides aggregate data for Statistics Canada and the workforce planning resource for school authorities, that creates forecast scenarios for student population and teacher demand
5. is used by other Ministry divisions to verify certificated staff in order to meet requirements for various programs
6. meets the Registrar's requirement under section 15(1) of the *Certification of Teachers Regulation* to maintain a registry of information, including personal information of individuals who:
 - a. apply for or hold a certificate
 - b. who are officers
 - c. who request an evaluation of their credentials, or
 - d. who held a certificate that has expired, been suspended or cancelled in Alberta or elsewhere.

Process

Designated Human Resource representatives are contacted by e-mail in April and September to submit through the [Extranet site](#).

Certificated staff employment submission is a four-part process:

1. School authorities are contacted by e-mail requesting submission of file (one month period).
2. Designated school authority staff collate certificated staff employment information including: certificate number, personal contact information, school, position, FTE count and grade assignment.
3. Designated school authority staff submit the information by a batch file or row-by-row updated through the [Extranet site](#) at <https://phoenix.edc.gov.ab.ca/login/default.asp>.
4. Teacher Registry staff contact the designated school authority staff to follow up where there are conflicts in reporting and to provide expiring teaching authority reports.

Resources

Attachment 1: School Authority Application form (for Extranet Access); see pages 6.2 and 6.3.

Appendix: Teacher Registry – Certificated Staff Employment Submission User Manual (see Appendix B).

Extranet Application–TRS Authority

The Extranet is a secure, authenticated electronic information service providing confidential data to Alberta Education Stakeholders for the purposes of carrying out their duties and responsibilities within the organization.

The personal information collected on this form is collected pursuant to section 33(c) of the *Freedom of Information and Protection of Privacy Act* (RSA 2000, c. F-25) for the purposes of assigning Extranet User IDs and passwords and maintaining a comprehensive listing of authorized Extranet users for evaluation, monitoring and auditing purposes. Should you have any questions about the collection of this personal information, please contact the [Client Services Help Desk](#), 44 Capital Boulevard, 10044–108 Street NW, Edmonton, Alberta T5J 5E6, Telephone: 780–427–5318.

Please complete and print this form, then have it signed, and fax it to Professional Standards Branch at 780–422–4199.

Note: To obtain an Extranet User ID and Password, you must fill out this form completely and have it signed by your superintendent. More than one person may be designated to have an ID to access the Extranet. A separate form is required for each applicant. **Login IDs and password must not be shared.**

Authority Name <input type="text"/>	Code <input type="text"/>
First Name <input type="text"/>	Last Name <input type="text"/>
E-mail Address <input type="text"/>	Phone (include area code) <input type="text"/>
Position Description <input type="checkbox"/> Superintendent <input type="checkbox"/> Assistant Superintendent <input type="checkbox"/> Secretary-Treasurer <input type="checkbox"/> Administrative Support <input type="checkbox"/> President/Chairman of Private School/Authority <input type="checkbox"/> Administrative Support <input type="checkbox"/> ECS Private Operator <input type="text"/> <input type="checkbox"/> Other <input type="text"/> <i>Please specify</i>	<input type="checkbox"/> Teacher Authority Validation (TAV) System <input type="checkbox"/> TRS Non-batch Employment Submission <input type="checkbox"/> TRS View Last Non-batch Employment Submission <input type="checkbox"/> TRS Batch Submission <hr/> Signature of Applicant <hr/>

AUTHORIZATION

I authorize the individual identified above to access student information (or personal information of students or teachers) and to use it if it is necessary for the performance of the individual's duties as an employee with the organization referred to above via the Alberta Education Extranet and its various applications. I understand that:

- Login ID and password **must** be kept confidential.
- Any use of student information obtained from this site will be subject to the provisions of the *School Act* and its regulations and the *Freedom of Information and Protection of Privacy Act*.
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- For security reasons, Login ID and password may be revoked at any time without notice.

Signature of Superintendent Phone Date

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Labour Mobility for Teachers

Alberta is committed to the implementation of the *Agreement on Internal Trade (AIT)* and supports enhanced teacher labour mobility in Canada. This agreement demonstrates the commitment of governments and regulators to resolve differences in the way workers move freely among provinces, while at the same time maintaining high standards.

Certification Principles

In Alberta, certification is based upon the following principles:

- Alberta has had a competency profile, the *Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta*, in place since 1997 (Alberta Education plans to update the *Teaching Quality Standard*).
- Alberta recognizes the majority of Canadian jurisdictions' teaching certificates.
- Whenever possible, Alberta issues the *Interim Professional Certificate* to teachers based upon completion of an acceptable teacher preparation program.
- The *Interim Professional Certificate* granted is system-wide (Kindergarten to Grade 12) with no restrictions on grade levels or subjects taught allowing teachers and employers maximum flexibility in determining appropriate teaching assignments.
- Graduates of Alberta-approved teacher preparation programs are granted the *Interim Professional Certificate* upon receipt of the attestation of a Dean.
- For certificated teachers new to Alberta who do not qualify for an *Interim Professional Certificate*, Alberta provides a *Letter of Authority*, allowing them to teach in Alberta classrooms while completing additional teacher education coursework to upgrade their credentials.
- Alberta issues the *Permanent Professional Certificate* to all teachers, including teachers prepared in Alberta, who are recommended by a Superintendent of Schools, or other Officer acceptable to the Minister of Education, when a teacher's practice consistently meets the requirements for permanent certification contained in the *Teaching Quality Standard Ministerial Order (016/97)* and the *Certification of Teachers Regulation*.

To be granted the *Interim Professional Certificate*, applicants for teacher certification in Alberta must have completed a minimum of 16 years of schooling, inclusive of four years of university education, and a recognized degree, usually a Bachelor of Education, which includes or is supplemented by a teacher preparation program from an institution acceptable to the Minister.

An acceptable teacher preparation program must include a minimum of 48 semester-hour credits in professional teacher education coursework, inclusive of a minimum of 10 weeks in supervised student teaching at the elementary or secondary level. Alberta teacher preparation programs typically provide 60-semester-hour credits of coursework, inclusive of 12 or more weeks of student teaching.

New Requirements

Effective April 1, 2009, two types of certificates will be issued in Alberta to teachers with Canadian certification:

1. Certificated teachers from Canadian jurisdictions whose scope of practice as denoted on the teaching certificate is the same as in Alberta (teach in grades Kindergarten to Grade 12) will be granted an *Interim Professional Certificate*.
2. Certificated teachers from Canadian jurisdictions whose scope of practice as denoted on the current teaching certificate is different than Alberta's scope of practice will be issued a *Letter of Authority*. The *Letter of Authority* will include the same conditions on scope of practice (grade levels and subject areas) as established by the current certifying jurisdiction.

A foreign-prepared teacher granted a teaching certificate by another Canadian jurisdiction will be given an Alberta teaching credential, similar to the teaching credential provided by the other Canadian jurisdiction, and in accordance with items "1" or "2" above.

A foreign-prepared teacher applying directly to Alberta will be granted teaching authority in accordance with an evaluation of that individual's credentials against the Alberta standard.

All teachers with a valid Canadian teaching certificate applying for Alberta certification will be required to provide the following to the Registrar:

- a statement of professional standing from the jurisdiction of initial teacher preparation and all previous jurisdictions where they held certification
- evidence of currency of practice
- evidence of identity
- evidence of the right to work in Canada
- current criminal record check, when requested
- evidence of English or French language proficiency, when requested
- a completed application form
- payment of applicable fees.

Note for Superintendents:

1. Teachers from Ontario typically complete a one-year teacher preparation program (30-semester-hour credits) which is consistent with the certification practice of that province.
2. Some Canadian Registrars recognize educational experience differently than Alberta, and may not require the traditional 12 years of basic education and four years of post-secondary education that we require when foreign teachers apply for Alberta certification.
3. Teachers who present multiple Canadian teaching certificates will receive recognition of the least restrictive teaching certificate presented.

Currency Requirement

Alberta has instituted a currency requirement for teachers who have not practiced in the last 10 years. Currency is defined as a practicum and/or acceptable teaching experience or equivalent within the past 10 years that includes:

- responsibility for the planning, delivery and evaluation of an instructional program in which the curriculum is comparable to the educational system in Alberta, or
- experience for which a teaching certificate in a jurisdiction would be required.

All applicants for certification will be required to have acceptable teaching experience (statements of accrued teaching experience from employers), amounting to at least 75 days in one school year or 100 days in two consecutive school years within the 10 years prior to application.

Teachers requesting re-issuance of their expired *Interim Professional Certificates* will need to present evidence of currency. Teachers who are deemed not current are required to complete upgrading and a practicum.

Alberta certificated teachers who hold a *Permanent Professional Certificate* applying for employment also will need to be current in their teaching practice. School authorities will be asked to review resumes for currency and, as needed, request individuals to complete upgrading or gain experience through substitute teaching. Individuals may regain currency through substitute teaching, amounting to at least 75 days in one school year or 100 days in two consecutive school years or by taking coursework as described on page 7:4, including supervised student teaching. As appropriate, employers are asked to request documentation from individuals regarding the completion of their upgrading supervised student teaching or substitute teaching.

Currency Upgrading Requirement

Teachers required to upgrade their credentials for currency will be asked to undertake coursework (9 credits if Alberta-prepared, 12 credits if prepared elsewhere) and nine weeks of supervised student teaching. Teachers are requested to consult with an Alberta teacher preparation institution when choosing coursework.

However, individuals may fulfill the currency requirement by completing substitute teaching experience (75 days in one school year or 100 days in two consecutive school years) if a school jurisdiction accepts the individual on its substitute teacher list. School jurisdictions will have to request a *Letter of Authority* on behalf of individuals who hold an expired Interim Professional Certificate. School jurisdictions will be asked to provide written verification to Professional Standards Branch of the teacher's teaching practice once it has been completed.

The table below explains the requirements of the *Teaching Quality Standard* to be addressed when choosing coursework:

Descriptors of KSAs related to Interim Certification:	Alberta Prepared	Non-Alberta Prepared	Rationale
2. b, q		X	Provides teaching context in Alberta
2. c, d	X	X	Focus on subject matter: <ul style="list-style-type: none"> • elementary generalist • secondary specialist
2. e, i	X	X	Focus on pedagogy to support diversity and inclusion
2. k	X	X	Focus on assessment, including large scale
2. l, m	X	X	Focus on reporting, working with parents and community agencies

Note for Superintendents:

1. Alberta will require all teachers in the province to be current in their practice.
2. Teachers will have the choice of fulfilling currency requirements in the following three ways:
 - a. by maintaining the required number of teaching days throughout their careers
 - b. substitute teaching the required number of teaching days to regain currency
 - c. by taking required coursework and supervised student teaching to regain currency.
3. Teachers who are not current will be identified either at time of application for Alberta certification or when applying for positions offered by school jurisdictions.

Letters of Authority (see Attachment 1 for examples)

Education will continue to facilitate employment for teachers who do not immediately qualify for an *Interim Professional Certificate* and issue a *Letter of Authority*. Requirements for a *Letter of Authority* include:

- completion of an acceptable teacher preparation program and certification in the jurisdiction where initial teacher preparation was completed
- evidence of language proficiency in English or French, when requested
- currency of practice
- good standing in the jurisdiction(s) of previous employment.

A *Letter of Authority* is valid for one or three years and permits individuals to teach while upgrading their credentials.

Note for Superintendents:

1. Individuals granted a *Letter of Authority* may be required to complete additional coursework. The Registrar's office will continue to offer pre-approval of proposed coursework and require transcripts demonstrating completion of coursework. Such coursework must address requirements identified in the *Teaching Quality Standard*.
2. When upgrading, at least 6 semester-hour credits of coursework will continue to be required each year.
3. For teachers applying from other Canadian jurisdictions where a different scope of practice is awarded than the system-wide scope of practice (Kindergarten to Grade 12) utilized in Alberta, if a *Letter of Authority* is granted, it will identify the same grade levels and subject areas in which the teacher may be employed as were identified on the presenting teaching certificate.
 - a. In such cases, teaching assignments must be consistent with the specified conditions in the *Letter of Authority*.
 - b. However an employer and employee may mutually agree, in writing, to extend the teaching assignment beyond the subject(s) or grade level(s) as indicated on the *Letter of Authority*.
 - i. The teacher may not be obligated to teach in areas for which the individual feels unprepared.
 - ii. The agreement must be retained in the teacher's local personnel file.
 - iii. Such an agreement requires the school jurisdiction to provide a higher level of supervision in the additional areas of assignment.

Temporary Letters of Authority for Alberta graduates

In situations where an emergent need exists to place a teacher into an assignment, the Registrar may grant a *Temporary Letter of Authority* which is valid for three months to allow a qualified teacher to work while obtaining required documentation to complete the application process.

However; to speed up integration of Alberta graduates into the workforce, effective March 1, 2010 students graduating from an Alberta-approved teacher preparation program who are offered employment upon program completion will be able to work as teachers for 90 days in Alberta while the Registrar awaits the Dean's recommendation for certification.

Alberta graduates will be required to obtain letters from their employer, the university, and the Registrar of Professional Standards Branch:

- Letter from the Registrar citing satisfaction that all application requirements, excluding the Dean's attestation, have been successfully met (for presentation to employer prior to employment).
- Letter from their employer stating that they have been offered employment (for presentation to Dean of Education to obtain a letter regarding program completion).
- Letter from the Dean of Education stating that they successfully completed their program (for presentation to employer prior to employment).

When all three letters have been obtained by the Alberta graduate, the employer is able to allow this individual to enter the classroom.

School authorities will not be required to send a request for a *Temporary Letter of Authority* for an Alberta graduate as the Registrar's letter will confer the required teaching authority. The Alberta graduate will have to request a letter from the Registrar upon application.

Note for Superintendents:

1. Alberta graduates will need to request a letter from their employer first in order to receive a letter from the Dean of Education. The Registrar will provide a letter to Alberta graduates once their application for certification is complete.
2. School authorities will still need to request a *Temporary Letter of Authority* for individuals prepared outside Alberta. This request signals to the Registrar that there is an emergent need for this individual to immediately begin employment and will prioritize the application for review in the Registrar's office.
3. Applicants prepared outside Alberta will continue to need to present to the Registrar documentation satisfying requirements for a *Temporary Letter of Authority*.

Examples of Letters of Authority

Government of Alberta ■

Education

Office of the Registrar
2nd Floor, 44 Capital Blvd
10044 - 108 Street
Edmonton, Alberta T5J 5E6
Canada
Telephone 780-427-2045
Fax 780-422-4199
www.education.alberta.ca

Notice to AIT Letter of Authority Recipients

Dear Applicant:

Enclosed is a Letter of Authority granted under the terms of the *Agreement on Internal Trade* (Labour Mobility Chapter 7, Article 706.4[d]). This Letter of Authority provides you with authority to teach in Alberta schools and is valid to the date shown.

This certificate is restricted to teaching subject(s) and/or grade levels as indicated on the Letter of Authority.

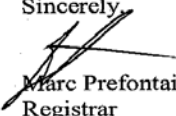
However, an employer and employee may mutually agree in writing to extend the teaching assignment.

- i. *The teacher may not be obligated to teach in areas for which the individual feels unprepared.*
- ii. *The agreement must be retained in the teacher's local personnel file.*
- iii. *Such an agreement requires an employer to provide a higher level of supervision in the additional areas of assignment.*

Please note that Alberta Education does not maintain a registry or job bank. If you wish to explore employment opportunities in Alberta, you will need to contact the school authorities of your choice. To obtain a listing of all schools in Alberta, please visit the following http address: www.education.gov.ab.ca/educationsystem/choices.asp.

I would advise that you keep your Letter of Authority and this document in a safe place since you will need to present both to employing school authorities. Should you have any questions, please do not hesitate to contact an Evaluator with this Office. If you reside outside Edmonton and its surrounding area, you may call toll free by first dialing 310-0000 and then 780-427-2045.

Sincerely,



Marc Prefontaine
Registrar
Professional Standards



Government of Alberta ■
Education

Professional Standards Branch
2nd Floor, 44 Capital Blvd
10044 - 108 Street
Edmonton, Alberta T5J 5E6
Canada
Telephone 780-427-2045
Fax 780-422-4199
www.education.alberta.ca

August 31, 2011

Certificate: 000001G

AIT LETTER OF AUTHORITY
Issued under the *Agreement on Internal Trade (AIT)*

for

SALLY MICHELLE GREEN

This is to certify that the aforementioned teacher has been granted term certain teaching authority valid until **2014/08/31** unless revoked by the Minister. This teaching authority has been granted under the *Agreement on Internal Trade* [Labour Mobility Chapter 7, Article 706.4(d)] to instruct in Alberta public, separate, accredited private, charter, francophone and band schools.

This Letter of Authority is restricted to teaching Mathematics and Science in Grades 7 to 12 (see attached letter).

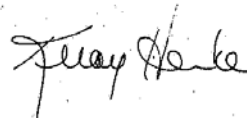
To meet the requirements for the Alberta Interim Professional Certificate, this teacher must provide acceptable evidence of the following:

- completion of eighteen semester hour credits of coursework in Education at the advanced level from a recognized institution.
- completion of three semester hour credits of coursework in English or French Literature from a recognized institution.

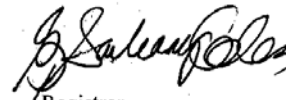
All advanced level education coursework must be completed in an area or areas in keeping with the knowledge, skills, and attributes (KSAs) required for interim certification as prescribed in the *Teaching Quality Standard Ministerial Order (016/97)*.

An official transcript of completed upgrading must be sent to this Office directly from the issuing institution(s).

Renewal of this Letter of Authority requires a request from the above noted teacher and a \$25.00 fee payable to the Minister of Finance.



Deputy Minister



Registrar
Professional Standards
Alberta Education



CTS Bridge to Teacher Certification

To address the lack of qualified CTS teachers needed to offer dual-credit advanced CTS courses to high school students, Alberta Education, through People Resources, is proactively focused on addressing the *Education Sector Workforce Planning Framework for Action* — Strategic Action 2: to develop a bridging program to attract increased numbers of journeymen tradespersons, and health care and information technology professionals to careers in teaching in the education sector.

The CTS bridging program provides an opportunity for certificated journeymen tradespeople and health care professionals and information technologists, who are required for instruction in an advanced dual-credit CTS program, to complete a teacher preparation program offered by participating Alberta teacher preparation institutions. The program provides the CTS bridging program participant with the opportunity to work while pursuing an Interim Professional Certificate. While continuing studies and following successful completion of preservice courses, the CTS bridging program participants are authorized to work in schools under a *Letter of Authority*.

Checklist for School Authorities Submitting a Bridging Funding Application		
Purpose	CTS courses requiring support have been identified.	
Participants	Number of students supported by the addition of the bridging program participant to your staff has been identified.	
Supports	Supports for the CTS bridging program participant (mentorship, supervision, professional development and professional growth) are identified.	
Sustainability	Strategies for the retention of the bridging program participant following successful completion of the program have been identified.	
Partnerships	Any/all community, post-secondary and/or business partners supporting the program have been identified.	
	Letter of support from all third party participants, if applicable, indicating their role and responsibility for the project have been attached.	
Challenges	Previous attempts to staff the position with a certificated teacher have been identified.	
	Staffing challenges (e.g., location, transition, attraction) have been identified.	
Salary Determination	School authority collective agreements that recognize the CTS bridging program participant's previous employment experience have been identified.	

8:1

Satinder Dhillon, Education Manager at 780-427-2045, toll-free by dialing 310-0000 or satinder.dhillon@gov.ab.ca

Letter of Authority

In the delivery of programs for which a school authority has been unable to recruit a certificated teacher, a *Letter of Authority* can provide some flexibility. For the purposes of this CTS bridging program, a school authority may request a *Letter of Authority* for a teacher who does not qualify immediately for the Alberta *Interim Professional Certificate*.

In keeping with sections 92(1) and 93 of the *School Act* and section 12.1(1)(a) of Alberta's *Certification of Teachers Regulation 3/99*, the Registrar is authorized to issue a *Letter of Authority*, which is a form of teaching certificate. Section 12.1(1)(a) states that the "Registrar may issue a *Letter of Authority* to an individual who:

- a) has academic and professional qualifications or technical and professional qualifications that are acceptable to the Minister, and
- b) is lawfully authorized to work in Canada."

Stakeholder Roles

School Authority

The school authority:

- a) submits a funding proposal to Alberta Education
- b) conditional grant with Alberta Education releases funding
- c) selects an applicant, who meets teacher preparation institution entrance requirements, to participate in the CTS bridging program
- d) utilizes Alberta Education financial assistance to support the participant enrolled in the preservice portion of CTS bridging program
- e) supervises and evaluates the 14-week practicum teaching experience, in cooperation with the teacher preparation institution (where applicable)
- f) provides supervision and mentoring for the successful CTS bridging program participant to ensure he or she meets the *Teaching Quality Standard*
- g) works collaboratively with the teacher preparation institution to supervise and evaluate the CTS bridging program participant's KSAs as they relate to an Interim Professional Certificate
- h) allocates 0.1 FTE release time for a mentor teacher and 0.1 FTE release time for the CTS bridging program participant
- i) addresses recognition of the CTS bridging program participant's previous work experience within its collective agreement

Teacher Preparation Institution

The teacher preparation institution:

- a) determines a CTS bridging program participant's acceptance into the Bachelor of Education program based on institution's entrance requirements
- b) grants credit, as deemed appropriate, for Journey ticket, two and three year diploma to a maximum of 30 semester-hour credits
- c) requires a minimum of 36 semester-hour credits to complete the preservice portion of the CTS bridging program (ensures original 36 semester-hour credit courses meet the requirements for an Interim Professional Certificate as described in the *Teaching Quality Standard*)

- 24 semester-hour credits will be awarded through coursework
- 12 semester-hour credits will be awarded through a 14-week teacher practicum
- d) supports the CTS bridging program participant's continued coursework by recognizing the credit transfer of required courses from other Alberta teacher preparation institutions
- e) works collaboratively with a school authority, supervises and evaluates the CTS bridging program participant's KSAs, as they relate to an Interim Professional Certificate
- f) awards a Bachelor of Education degree in accordance with graduation requirements.

Alberta Education

Alberta Education:

- issues school authorities with a request for application to fund CTS bridging program participants
- selects school authority applications that best meet selection criteria; issues release of funds through a conditional grant
- issues a Letter of Authority that outlines the following criteria:
 - limited teaching to CTS cluster which includes area(s) of expertise
 - 6 semester-hour credits must be completed yearly
 - a three-year term (may be extended)
- issues an Interim Professional Certificate upon:
 - successful completion of required courses and study
 - demonstrated proficiency, as recognized by the *Teaching Quality Standard*
 - receipt of an attestation from the dean of a teacher preparation institution.

CTS Bridging Program Participants

The CTS bridging program participant:

- applies to a school authority indicating his or her commitment to the program
- applies to a teacher preparation institution for entrance into the education program
- completes the preservice portion consisting of a minimum of 36 semester-hour credits (currently available only at the University of Alberta)
- continues courses and study to complete the required 120 semester-hour credits needed for a Bachelor of Education degree
- continues coursework at a minimum of 6 semester-hour credits/year
- works collaboratively with a school authority supervisor and mentor to demonstrate consistently that he or she understands the competencies related to an *Interim Professional Certificate* as included in the *Teaching Quality Standard*.

Admissions Information – University of Alberta

Note: Currently, the University of Alberta is the only university offering the initial portion of the CTS bridging program. Once the initial portion is completed, students can take courses applicable to their Bachelor of Education degree from other teacher preparation institutions and transfer them to the University of Alberta or transfer the University of Alberta credits to another teacher preparation institution.

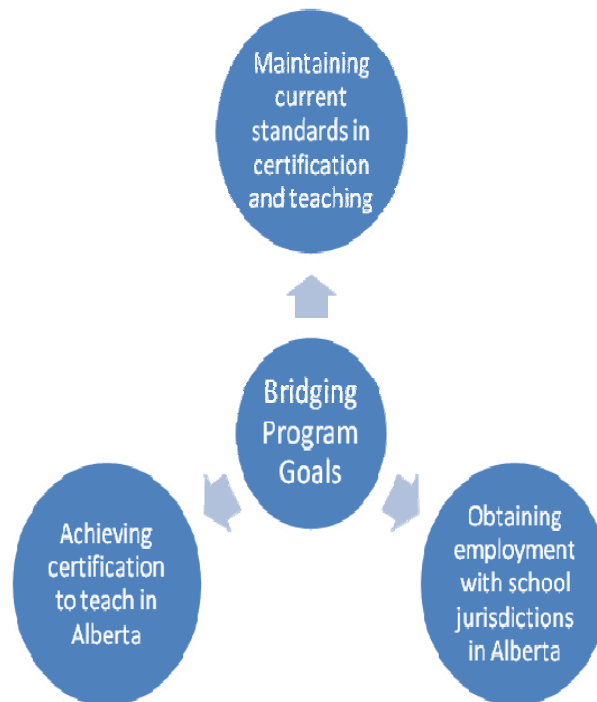
For application/admission inquiries please contact: Bonnie Watt-Malcolm, PhD, University of Alberta, Department of Secondary Education, 347 Education South, Edmonton, AB, T6G 2G5; Telephone: 780-492-5191; e-mail: bwatt@ualberta.ca.

Bridging Foreign-Prepared Teachers to Certification and Employment

- In addition to experiencing challenges in obtaining employment, foreign-prepared teachers (those who have completed their teacher training outside of Canada and the United States) often require additional preparation to become certificated to teach in Alberta.
- *The Education Sector Workforce Planning Framework for Action* is designed to provide proactive solutions to emerging demands in the education sector workforce.
 - There are 13 Strategic Actions that have been recommended to ensure that the education sector has the right people with the right skills in the right places at the right times to meet the needs of learners.
 - Strategic Action 3: Create Bridges to Employment for Foreign-Prepared Teachers aims to remove barriers to employment for foreign-prepared teachers.

The Bridging Program for Foreign-Prepared Teachers

- In collaboration with the University of Calgary, Calgary Board of Education and Calgary Catholic Schools, Alberta Education supported the pilot of a bridging program for foreign-prepared teachers from September 2010 to February 2011.
- Participants engaged in full time study for a six month period.
- Success of the pilot was determined by how many program participants completed the program, achieved teacher certification and secured teaching employment with a school authority. The pilot success rate follows:
 - 95% of the program participants successfully completed the TAC program
 - 80% of the program participants successfully completed Interim Teacher Certification requirements
 - 70% of the graduates who received an Interim Professional Certificate secured employment as a teacher (including substitute teaching) with a school authority in Alberta.
- Alberta Education is currently developing a comprehensive manual based on the TAC program model as a guide that may be used by school jurisdictions and teacher preparation institutions interested in offering a foreign-prepared teacher bridging program.
- The manual will include important information such as:
 - what a bridging program needs to include to help foreign-prepared teachers achieve teacher certification; e.g., explain how partnering teacher preparation programs and school jurisdictions can offer a successful bridging program for foreign-prepared teachers in accordance with the *Certification of Teachers Regulation*
 - what a bridging program needs to include to help foreign-prepared teachers obtain employment with a school authority; e.g., explain how school jurisdictions and partnering teacher preparation programs can help prepare participants for employment (help teacher preparation institutions by offering practical teaching experience placements and advice on how program participants can complete an application and prepare for an employment interview with a school authority).



School Leadership Framework

Background

In March 2009, the Minister of Education issued the *Principal Quality Practice Guideline (PQPG)* as a first-step in a process to support quality leadership for all school principals and superintendents. The PQPG consists of seven leadership dimensions and related descriptors that encapsulate the myriad responsibilities and expectations of Alberta's school leaders. It provides a reference for:

- faculties of education in developing leadership preparation programs
- school authorities and regional/provincial organizations in developing leadership professional development programs, particularly for teachers considering school leadership roles
- beginning school leaders in developing their personal philosophy and repertoire of skills
- veteran school leaders in increasing their proficiency
- superintendents in their supervision and evaluation of school leaders.

The Ministry's *Education Sector Workforce Planning Framework for Action* is a five-year strategic plan, with 13 Strategic Actions, designed to provide proactive solutions to emerging challenges in the education sector workforce. Strategic Action 10 stipulates the development of a *School Leadership Framework (SLF)* that will build on the *PQPG* and address current and future challenges in attracting, retaining and developing school leaders. The *SLF* has been undertaken by a stakeholder advisory committee of representatives from Alberta's education stakeholder organizations and institutions.

Framework Elements and Purposes

The draft *SLF* includes:

- the leadership competencies and procedures for their use
- guidelines for school leaders' preparation, induction and professional development programs
- proposed roles and responsibilities for education stakeholders (including superintendents) in supporting, guiding and directing school leaders.

The *SLF* is intended to assist education stakeholders in their efforts to:

- attract and select suitable teacher candidates for school leadership
- prepare aspiring and support beginning school leaders with the requisite knowledge, skills and attributes for successful practice
- facilitate the transition of new school leaders to their roles
- provide targeted professional learning opportunities for school leaders throughout their careers.

Once the *SLF* is approved by the Ministry, an *SLF* Implementation Plan will be developed by the stakeholder advisory committee with specific outcomes, strategies and time lines.

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Implications for Superintendents:

1. Align the criteria for effective school leadership practice in school authority policies with the *PQPG* leadership dimensions.
2. Ensure that all school leaders are familiar with the *PQPG*.
3. Expect that school leaders' annual growth plans relate to at least one *PQPG* Leadership Dimension.
4. Engage with school leaders in determining the nature of the evidence to be used in the supervision and evaluation of their demonstrated proficiency on the seven *PQPG* Leadership Dimensions.
5. Respond to the recommended role and responsibilities for superintendents contained in the draft SLF through the College of Alberta School Superintendents (CASS) representative on the SLF stakeholder advisory committee.
6. Keep informed of further developments in the *SLF* through CASS and Ministry communications.

Excellence in Teaching Awards Program

- The Excellence in Teaching Awards (ETA) Program:
 - recognizes outstanding Alberta teachers
 - honours creative, innovative and effective teaching
 - focuses public attention on the teaching profession
 - involves Albertans in celebrating teaching excellence.
- The ETA Program, initiated in 1989, has been administrated by Professional Standards Branch on behalf of the Minister of Education with the Council on Alberta Teaching Standards acting in an advisory capacity.
- As part of the ETA Program:
 - eligible nominees receive certificates of recognition
 - semi-finalists, who are not award recipients, receive certificates of recognition and access to \$1500 for professional development
 - semi-finalists are honoured at regional celebrations in April
 - provincial Excellence in Teaching Award recipients receive certificates of recognition, commemorative pins and access to \$4000 for professional development
 - SMART Technologies Innovative Use of Technology Award recipients receive certificates of recognition, commemorative pins and comprehensive technology packages
 - award recipients' schools receive monetary awards and certificates of recognition
 - provincial Excellence in Teaching Award recipients and SMART Technologies Innovative Use of Technology Award recipients are honoured at a special dinner and ceremony in May.
- Since the inception of the ETA Program, 9287 teachers have been nominated and 492 have been award recipients. Approximately 300-400 nominations are received each year.
- Current supporters of the ETA Program include the Alberta School Boards Association, the Alberta School Councils' Association, the Alberta Teachers' Association, the Association of Alberta Deans of Education, the College of Alberta School Superintendents, the Council on Alberta Teaching Standards, the Edmonton Journal and SMART Technologies
- More information on the ETA program can be found at <http://education.alberta.ca/teachers/excellence.aspx>.

See Appendix C for Excellence in Teaching Award Brochure.

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Excellence in Teaching Awards Professional Development Funds

- Beginning in 2008, the Excellence in Teaching Awards (ETA) Program was enhanced to include semi-finalist and award recipient access to funds for professional development.
- Semi-finalists have access to a maximum of \$1500 and award recipients have access to a maximum of \$4000 ETA Professional Development Funds.
 - The Deputy Minister sends information to superintendents via e-mail in July of each year with respect to the ETA professional development funds.
 - ETA professional development funds can only be accessed by ETA semi-finalists and award recipients and are non-transferable.
 - ETA professional development funds are not taxable.
 - ETA semi-finalists and recipients have until the end of the next calendar year to access their funds; e.g., 2009 ETA semi-finalists and recipients have until December 31, 2010 to access their funds.
- School jurisdictions and authorities are responsible for approving the professional development activities selected by semi-finalists and awards recipients and the subsequent reimbursement of their expenses.
 - Semi-finalists and award recipients are responsible for contacting their school jurisdiction or authority to ensure that they follow local processes with respect to obtaining approval of their professional development activity and submitting their expense claims.
- ETA professional development funds, approved by the school jurisdiction, may be used to cover the following expenses up to the maximum amounts of \$1500 for semi-finalists and/or \$4000 for award recipients. (Detailed itemized receipts are required unless otherwise specified on the expense claim form.)
 - Conference Registration
 - Travel (flight, mileage)
 - Accommodation
 - Meals
 - Substitute Costs
 - Other Expenses such as taxi, parking and per diem
 - Tuition.
- School jurisdictions and authorities are responsible for completing the expense claim forms provided to them and submitting them to Alberta Education for reimbursement.

Supervision of Non-certificated Staff

Regulatory Directive

The regulatory directives dealing with the supervision of non-certificated staff are section 92(1)(2) of the *School Act* and the *Teaching Quality Standard Ministerial Order*.

1. *School Act* Section 92

Qualifications re employment

92 (1) Unless otherwise authorized under this Act, a board shall employ as a teacher only an individual who holds a certificate of qualification as a teacher issued under this Act.

92 (2) A board may employ a competent individual to teach a language or culture under the supervision of a teacher who holds a certificate referred to in subsection (1).

2. Ministerial Order: *Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta*

Pursuant to Section 25(1)(f) of the *School Act*, I approve the following as the *Teaching Quality Standard* which shall apply to teacher certification, professional development, supervision and evaluation, and which is supported by descriptors of selected knowledge, skills and attributes appropriate to teachers at different stages of their careers:

(See appendix D for complete copy of the *Teaching Quality Standard*)