

# LEARNING THROUGH OBSERVATION

Edmonton Public Teachers Local No. 37 of the Alberta Teachers' Association

## Want to observe a colleague? Your Local PD Committee will pay for it!

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### Section 1: Teacher Applying for Release

Name \_\_\_\_\_

Email Address \_\_\_\_\_

School, Subject Area and Division Taught \_\_\_\_\_

Principal's Name & Email \_\_\_\_\_

Principal's Signature \_\_\_\_\_

### Section 2: Teacher Being Observed

Name & School \_\_\_\_\_

\*Principal's Name & Email \_\_\_\_\_

*\*Please attach a copy of an email acknowledgement demonstrating that the principal is aware that you will be coming to the school. Not attaching this will delay your application.*

### Section 3: Details of Observation

Choose one only: Half day \_\_\_\_\_ (*please indicate am or pm*) Full day \_\_\_\_\_

Date of Observation: \_\_\_\_\_

*(Please note, observations may be taken on Tuesdays, Wednesdays or Thursdays. Observations on Mondays and Fridays will ONLY be considered for those who teaching assignments are restricted to those days [Guideline 8].)*

My assignment is limited to Monday/Friday only.

Goals of the observation: \_\_\_\_\_

**All sections must be fully completed to qualify for the release time.**

I have read and agree to the Observation Release Time Guidelines.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Teacher's Signature

**Applicants will be contacted via email once their application has been received and approved.**

For office use only

Half Day \_\_\_\_\_ Full Day \_\_\_\_\_ Approved \_\_\_\_\_

Board Contacted \_\_\_\_\_

Date \_\_\_\_\_

## **PD Fund for Teacher Observation Release Time Guidelines**

1. A total of \$50,000 is available to be accessed. Funds will be divided between two rounds of \$25,000 each. Monies that are not used from the first round will be carried over and added to the amount of money available in the second round.
2. Applications for Round 1 will be accepted from September 15<sup>th</sup> until October 31<sup>st</sup>, 2016. Observations for this round need to be completed no later than January 31<sup>st</sup>, 2017.
3. Applications for Round 2 will be accepted from January 15<sup>th</sup> until May 31<sup>st</sup>, 2017. Observations for this round need to be completed no later than June 15<sup>th</sup>, 2017.
4. The money that is available covers the supply cost for the teacher conducting the observation; therefore, only the teacher requiring a supply teacher needs to submit an application.
5. Teachers may apply for a half-day or a full-day of release time.
6. Applications will be considered on a first-come, first-served basis.
7. Teachers may submit one (1) application per term, to a maximum of two (2) applications per school year.
8. Observations may be taken on Tuesdays, Wednesdays, or Thursdays. Observations on Mondays and Fridays will ONLY be considered for those whose teaching assignments are restricted to those days.
9. Teachers applying for observation release time must make arrangements with their administrator prior to submitting their application. Applications that are submitted without the written consent of the school administrator will be deemed incomplete and will not be considered.
10. Teachers applying for observation release time must make arrangements with the school they are visiting prior to submitting their application. The teacher being observed is expected to notify their administrator prior to the observation taking place. Applications that are submitted without the emailed consent of the incoming school administrator will be deemed incomplete and will not be considered.
11. Teachers applying for observation release time must be employed within Edmonton Public Schools; however, the observation may take place in other districts if agreed upon by the teacher being observed and their respective administrator(s).
12. Teachers on temporary contracts, probationary contracts, interim contracts, continuing contracts and substitute teachers are all eligible to apply for release time.
13. If your application is successful, contact the Local's office two (2) weeks in advance if possible to enable the Local to request the leave of absence from the Edmonton Public School Board. In addition, you must book your own supply teacher using the code "ATA Local Business: Local to Pay".

### **Return completed applications to the Edmonton Public Teachers Local office**

Truck mail: c/o Local 37, Barnett House;

Email: [info@edpub.org](mailto:info@edpub.org);

Fax: 780-453-1407; or

Mail: 401, 11010 142 St NW, Edmonton, AB T5N 2R1